Value Added Services User Guide

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CHAPTER 1 Value Added Services Overview

1

The Value Added Services module provides high quality light manufacturing functionality, which enables you to manufacture finished products for sale to customers. It can be used for assembly/disassembly work, in-house repair/refurbishment work, and other value-add operations. It can also be useful for cutting and slitting sheets and/or rolls into multiple end items.

Environments supported by this module include those where material is made to stock (Make-to-Stock Processing) or those where material is made special for a customer order (Make-to-Order Processing). To provide for both types of environments, you can create work orders manually through an on-line entry program in Value Added Services, on-demand for special orders through Order Entry, and from suggested work orders through Purchasing.

Additional functions available with this module enable you to keep track of work orders, the steps that have taken place for work orders, and the labor (costing) that is associated with the work orders. You can inquire into multi-level bills of material, utilize product routings, assign needed components on-the-fly, generate multiple picks, assign lot/serial designations, inquire into work order history, purge individual history files, and optionally create bills consisting of a parent item, components, and/or co-products.

To ensure a seamless work flow, the following modules are integrated with Value Added Services:

- Bill of Material
- General Ledger
- Inventory Management & Planning
- Order Entry
- Purchasing
- Radio Frequency (Picking only)
- Warehouse Management

Important

Value Added Services consists of Work Order Processing and Bill of Material functionality. This manual focuses on both types of functionality so that you can successfully manufacture finished products for sale to customers.

Module Integration

In order to use Value Added Services, the following modules are required:

- Base package of Distribution A+:
  - Accounts Receivable
  - Inventory Accounting
  - Order Entry
  - Sales Analysis
- Bill of Material
- Purchasing

You can optionally use the following modules to interface with Value Added Services:

- Accounts Payable
- General Ledger
- Inventory Management & Planning
- Radio Frequency (Picking only)
- Warehouse Management

For details about each module's interface with Value Added Services, refer to "Modules Affected by Value Added Services" on page 1-11.

Value Added Services Uses

The Value Added Services module can be used for assembly/disassembly work, as well as base functionality for in-house repair/refurbishment work. It also can be useful for cutting and slitting sheets and/or rolls into multiple end items.

Assembly/Disassembly Work

You can use Value Added Services to assemble one or more components into a single manufactured parent item. You also can disassemble standard finished products to return the component items back into inventory and to deplete the parent's quantity.

Co-Product Uses

A co-product is a finished item that is produced concurrently with the parent on a single work order. Value Added Services supports the manufacture of one parent along with one or more co-products on a work order. There are numerous processes that may require the use of this feature:

- Cutting/Slitting: Cutting/slitting is the process of cutting an item (like a sheet of paper, metal, or plastic) or slitting a wide roll (of paper or metal) into multiple widths. This involves consuming one or more component items (the large sheet or roll that is issued from inventory) and producing multiple finished items (the cut pieces). You can set up one of the cut pieces as the parent item and track the remaining cut pieces as co-products. The parent and co-products can either be received into stock inventory or be linked to a special order for shipment to a particular customer. The cost of the work order is distributed over the parent and the co-products on a user defined percentage basis.

Important

Database support and job-costing support is provided for "co-products." However, industry-specific requirements for co-product use is not supported by Distribution A+. For example, Value Added Services is not responsible for calculations that determine how a sheet, roll, length, etc. should be cut, the item numbers and quantities yielded, scrap quantities, and so on.

- Conversions/Change-Outs: Conversions/change-outs is the process of "tearing down" an existing parent item in order to use a common component for another parent item that is needed. This process involves assigning the "tear down parent" as a component on the work order (as it will be picked and consumed). When the parent is broken down, one or more of its components will be consumed in the new parent. However, other unused components may need to be put back into inventory under their own item numbers. These "extra" components can be entered as co-products on the work order.
- Repair/Refurbishment: Repair/refurbishment is the process of repairing or refurbishing existing parent items. This process is normally different than the original production of the item in that not all of the components will be needed and the routing steps required may be slightly or completely different. For each work order, you can alter both the bill of material and routing steps in order to "customize" the work order for this particular repair.

  With repair/refurbishment, it is not always known which components will be needed until a "tear down" operation is required. Even then, a technician may overlook needed materials. To accommodate this need, Value Added Services provides for multiple Work Order Pick Lists for each work order. If, after the first Work Order Pick List has been printed, more components are needed, you can simply enter the additional components and print another Work Order Pick List.

Additionally, bad components that are removed from the original parent are sometimes returned to inventory under a different item to be refurbished at a later point in time. These items can be entered as co-products on the work order.

Make-To-Order and Make-To-Stock Processing

You can use Value Added Services to custom manufacture finished items for a particular customer (Make-To-Order Processing). Your customer service representative can take the order from the customer and immediately generate a work order from within Order Entry by special ordering the item from the work order vendor. In some cases, intervention from other departments (engineering, purchasing, etc.) is required before a work order can be generated. For those cases, the customer service representative can simply generate a work order request from within Order Entry. This work order request can then be reviewed by the appropriate personnel before the actual work order is created.

In addition to Make-To-Order Processing, Make-To-Stock Processing is supported by Value Added Services. You will be able to make finished items to stock.

Value Added Services Inputs

In all manufacturing processes, a variety of inputs are required in order to produce the desired output - the “finished” item. These inputs include component materials, routings, labor, value added services from vendors, special charges, and overhead. Functionality to track and cost each of these inputs is provided by Value Added Services. To ensure that the module fits well in your operating environment, this functionality can be tailored and/or is optional in areas where this is appropriate.

Work Order Types

Two types of work orders may be created in Value Added Services: Planned and Production Orders.

A planned work order is used if the item is not ready to be released to the shop floor, such as for customer quotes, future orders, or custom manufacturing. This type of work order may not have been given final approval by the customer, and may require review by engineering or purchasing departments. A planned order does not allocate component inventory.

A production order work order is used for releasing the item to the shop floor and running the job. A production order does allocate component inventory. Also, the Automatic Backorder Release function attempts to fill backorder quantities.

Work Order Elements

The following elements, if applicable, make up a work order:

- Parent
- Co-products
- Components
- Routings
- Outside Services

Parent

One parent per work order may exist; the parent item is the finished product received from a work order. You will be able to retrieve the parent's bill by effective date, revision level, or customer number, and retrieve the work order by entering a unique work order number.

Co-products

Co-products are additional items that are being manufactured concurrently with the parent. You may pre-define co-products in through Bill of Material Maintenance, or you may key co-products on-the-fly through Maintain Work Orders. You also will be able to assign cost distribution percentages for co-products.

Components

Components are copied into the work order when the work order for a parent number is created. Components may be added, changed, or deleted on any work order without affecting the original bill. Changes made to the original bill of material after a work order is created will have no affect on the work order.

Additionally, scrap factors increase pick quantity to account for anticipated scrap quantities. They represent the planned percentage of quantity scrapped in making a finished product (i.e., the additional quantity needed in order to make the correct amount of "good" units for the finished product).

Routings

The use of routings is optional. A routing is a list of operations you are required to perform in order to make an item. A routing is considered part of the bill and is used to describe the process or work-flow that is required to make a finished product or sub-assembly. In many Make-to-Order Processing environments, this process will vary based on a customer's particular need and/or requirement. You may setup a generic routing through Bill of Material Maintenance and then change it or add to it for any particular work order.

Value Added Services also has the ability to treat outside service operations as special types of routing steps. The following routing operations are supported:

- In-house Operations - those types of routings performed in-house under the direction of the distributor
- Outside Service Vendor - those types of routings performed by an outside service provider

Associated with a routing process are departments, work centers, and operations:

- Departments are used in Value Added Services to track work in progress within the routing process of a particular work order. Each routing step has a department associated with it to identify where the work in that routing is being performed.
- Work centers are associated with departments and are used for costing purposes. A work center is an individual location in the routing of an item where assembly or customization of a component is performed. There can be one or several work centers in a routing, and the work center code is used to track work in progress within the routing process.
- Operations are used to describe the particular process or customization that occurs in a routing process (e.g., paint, stamp, stain, and so on).

Example:

Routing = Sequence 10

Department = Wood (which indicates the wood department)

Work center = W1 (which is a particular work center used for painting/staining the wood)

Operation = Stain (which is the operation of staining the wood)

Routing = Sequence 20

Department = Wood (which indicates the wood department)

Work center = W1 (which is a particular work center used for painting/staining the wood)

Operation = Ship (which is the operation of shipping the wood to an outside service vendor for the purpose of having an art picture engraved onto the wood)

Routing features include:

- Up to 9998 routing steps per parent item
- User defined departments, work centers, and operation codes for each step
- Labor/time information for each step
- Ability to alter routing steps at the work order level
- Master file maintenance and definition as part of Bill of Material Maintenance
- Work center and operation code definition for each routing step
- Setup and runtime cost information
- The option to track the status and quantity completed for each routing step, based on the total quantity ordered

- The option to track actual labor activity for each routing step, including hours worked on a task, quantity completed, employee number, and so on (refer to “Report Production Activity against Work Order” on page 2-4)
- The option to pick items based on a particular routing step; this is useful when:
  - One or more components are picked and delivered to a work center for processing; later, additional components are picked for delivery to another work center for additional processing.
  - More of a component is scrapped than anticipated and additional quantities are needed to finish the run.
  - The need for a particular item is not known (repair orders) until a particular routing step (e.g., tear down) is performed. Additional components may be picked on-demand to replace parts that are not perfect.
- Support for outside service shipment and receipt operations
  - An Outside Service Shipping Document is available to ship and track components at service vendors.
- Support for comments
  - Up to 998 comments can be keyed for each routing step; comments can be designated to print on Work Order Pick Lists and/or the Work Order Traveler, and will display in inquiries where routing detail can be viewed

Outside Services

Special routing steps exist for outside services: outside service shipments and receipts.

- Outside Service Shipments
  - Generate PO for value added services
  - Track up to 99 shipments to a single vendor
  - Track shipment of components, parent, or both
- Outside Service Receipts
  - Track receipt of items back from vendor
  - Track costs associated with value add services

Important

This relates to service transactions, not inventory transactions. Since the inventory quantities are not relieved from your perpetual inventory, inventory costs still remain in your General Ledger.

Work Order Creation

You may create work orders manually through an on-line entry program in Value Added Services, on demand for special orders through Order Entry, or from suggested work orders through Purchasing.

Manual Work Order Creation

Work orders and all component and routing detail information can be created manually and maintained through the Value Added Services module. You can enter a work order as either a planned order or a production order. A planned order is useful in situations such as customer quotes, future orders, and custom manufacturing (where the order does not allocate component inventory). A planned order can be entered into Value Added Services and then released and allocated close to production time to allow for the allocation of component inventory. Whereas, a production order automatically allocates component inventory when a work order is created.

Special Order Work Order Creation

You can also create work orders on-demand via Order Entry Special Order Processing. Value Added Services utilizes the special order code in order to create special order requests. The requests can then be reviewed, modified, if necessary, and eventually converted into a work order.

Alternatively, the work order can be generated immediately and modified from within Enter, Change & Ship Orders (MENU OEMAIN). This enables a customer service representative to customize the manufacturing of a product while the customer is on the phone.

If you are working in a Make-to-Order Processing environment and choose to initiate a work order via special order requests (where material is made custom for an individual customer order), you will be able to perform the following functions from a sales order line item to accommodate this type of processing:

- Create a work order request (this is performed after a call is received by a customer who requests a custom item, thereby determining the environment to be a Make-to-Order Processing environment, and once the custom item is assembled)
  - Reviewed with other requests later

-OR-

- Create an actual work order
  - Customize work order from within Order Entry
  - Create with “planned” or “release ready” status

Suggested Work Order Creation

Suggested work orders are created for items that fall below their minimum stocking level in a warehouse or all warehouses. Suggested work order quantities are generated for the quantity that should be ordered to replenish that item in inventory.

Suggested work orders can be created manually through the Purchasing module. You can enter a work order created from a suggested work order as either a planned order or a production order. Suggested work orders can be printed and automatically converted to a work order for any of the items that fall below their minimum stocking level or fall below their specified minimum range percentage.

Work Order Tracking

With Value Added Services, you will be able to track work orders, the steps that have taken place for work orders, and the costing that is associated with work orders. Also, through the use of codes and locations, you will be able to track and manage all of your orders.

Management tools include the following:

- Department code
- Work center code
- Plant code
- Operation code
- Due date revision code
- Work order hold code
- Overhead code
- Revision level
- Work-in-process location
- Work order status
- Multi-level bills
- Effective dates for bills of material
- Labor cost

Bill of Material Support

Value Added Services supports Bill of Material by providing multi-level bills, date sensitive bills, the copy bill feature, sub-assemblies, lot/serial tracked items, and scrap factors.

NOTE: Value Added Services uses manufactured items only (that is, only those items that must be built first before they can be received into inventory). Kits and assortments are not affected by this module.

Multi-Level Bills

Multi-level bills represent those bills of material that can be broken down through sub-levels to show specifications of all the sub-assembly components making up that product. The Bill of Material Inquiry enables you to display the specifications and levels of all components that make up a parent item. Level depths can be assigned to show only the levels you want to see. Also, lower levels of a bill can be viewed, as well as detail, availability, and routing information.

A bill is comprised of components and routings. Components are those materials required to make a parent item. Routings, as described later in this section, are a list of operations performed in order to make an item.

Date Sensitive Bills

Distributors who require continual modification and rework of items can, through the use of effective dates or revision levels on a bill of material, assign date sensitive bills to ensure the retrieval of the most up-to-date bill for an item. Value Added Services also has built in mechanisms to retrieve the most up-to-date version of the item you requested.

Copy Bill Feature

With Value Added Services, you have the ability to copy an existing bill when adding a new bill of material for a work order. This can be used as a keying aid. Both routing and components are copied in this procedure. You can also select to have the comments and/or outside service information from the existing bill copied into the new bill of material you are adding.

Lot Items & Serial Items

Value Added Services allows the use of lot items or serial items at both the work order level and at the parent level. The option of associating lots or serials of components with the lot/serial number of a specific parent also is provided.

Scrap Factor

A scrap factor facility for each component is used by Value Added Services in order to ensure enough quantity is picked for each parent item. Because a percentage of components may be scrapped in order to make a finished product, this function of Value Added Services provides the ability to factor these scrapped units into the work order. This is used as a percentage field and reflects the additional quantity that should be picked in order to make enough of the finished product. Additionally, Value Added Services enables you to designate which particular item has been scrapped with the use of lot/serial item identification through lot/serial assignment in Receipt Entry.

Modules Affected by Value Added Services

Value Added Services interfaces with the following modules:

- Bill of Material
- General Ledger
- Inventory Management & Planning
- Order Entry
- Purchasing
- Radio Frequency (Picking only)
- Warehouse Management

Bill of Material

Use Bill of Material to create your bill. When a work order is created using that bill, the bill's parent, components, co-products and routings are copied into the work order for you. If you do not have standard bills that you normally use, then set up generic ones and alter them at the time of work order creation. Additionally, since Distribution A+ supports multi-level bill of material processing, use the multi-level BOM Inquiry to display all levels of a bill and their relationships.

Important

All bills are maintained in a single level mode. Any single work order represents only a single level bill.

Bill of Material (BOM) provides additional functionality that accommodates Value Added Services. This functionality is active in BOM only if you have the Value Added Services module installed.

In addition to the features provided for BOM Maintenance and BOM Listing, the components of a particular product, as with routings, may vary according to the needs of individual customers,

engineering changes, and component obsolescence. The bill of material for a finished product or sub-assembly is setup at the master file level and copied into the work order at the time of creation. The component usage in the work order can then be modified.

BOM also provides support for the use of co-products. Co-products are additional items besides the parent that are produced (received into inventory) as part of the manufacturing process. Typical uses of co-products are cutting sheets of material into multiple pieces or slitting or cutting rolls or lengths of material into multiple rolls or lengths. Another common use is the customization of existing finished goods. This involves removing one or more components from the parent item, putting them back into inventory (a receipt of a component), and possibly replacing them with one or more different components.

BOM Maintenance

Bill of Material Maintenance provides the following features for manufactured items only:

- Multi-level support/inquiry
- Multiple co-products for a bill
- Allow for the issue of a component to be assigned to a routing step
- Co-product cost percentage assignment and override cost
- Co-product entry (negative quantity per)
- Routing definitions with each bill
- Effective date/revision level for each parent
- Scrap factors for each component
- Ability to alter at the work order level
- Sub-assembly support (manufactured items as components of other manufactured items)
- Up to 5 decimals in quantity per parent for manufactured items only
- Maintenance of routings via a function key
- Copy bill feature
- Allow the assignment of lot/serial components to a specific lot/serial parent

General Ledger

The Value Added Services interface with the General Ledger module causes general ledger transactions to be initiated when parent items are received into inventory.

Inventory Management & Planning

An item’s demand, used in IM&P forecasting analysis, is updated by BOM. IM&P “explodes” a BOM parent item before using the data in its forecasts. This allows for accountability to the component usage level. Depending upon the type of bill of material, the demand for component usage may be affected differently.

- For kit items, demand will be updated for the list of components of the kit, including any alterations made to the list of component items during order entry.
- For assortments, demand will be updated for the items actually selected from the assortment list during order entry.
- For manufactured items, the **Upd Demand for Mfg Items** field in System Options Maintenance (MENU XAFILE) will determine which bill of material list of components will have demand updated:
  - the generic and customer-specific bills of material defined in Bill of Material Maintenance (MENU OBFILE)
  - the bills of material processed through Receipt Post (MENU WOMAIN)

  Refer to System Options Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

Regardless of which method is chosen for the **Upd Demand for Mfg Items** field in System Options Maintenance (MENU XAFILE), the list of components for which demand will be updated will include all levels on multi-level bills of material. The only component of a manufactured item that will not have its demand updated is a manufactured item that is listed as a component of itself. The demand will only be updated for the highest level in which the manufactured item exists. For the remaining times that the manufactured item is listed as a component of itself, it will be considered a purchased item.

Order Entry

Value Added Services interfaces with the Order Entry (O/E) module to enable you to create a work order special order request (similar to the existing creation of a PO special order through O/E). This is useful for customers who request a custom (special) order. You also will be able to customize the work order from within O/E or select a specific **Revision Level** and **Effective Date** for the customers specific needs.

Purchasing

Value Added Services interfaces with the Purchasing module to enable you to create an Outside Service Purchase Order document. This document may be used to track items sent to and received from an outside service vendor. It contains items and quantities that must be shipped to the vendor, as well as special instructions for the vendor. This document also contains the vendor ship-to address and a return shipment address. The return shipment address can either be the warehouse, another vendor, or your customer.

Important

This relates to service transactions, not inventory transactions. Since the inventory quantities are not relieved from your perpetual inventory, inventory costs still remain in your General Ledger.

Suggested work orders can be created manually through the Purchasing module.

Radio Frequency

Radio Frequency supports the picking of work orders with an RF device allowing individual components or entire work orders to be picked and automatically pick confirmed with Radio Frequency. Once all reservations of a work order line have been picked, the status of the work order line is updated to “Pick Confirmed.”

If a work order line cannot be picked completely because one or more components were material short, the line will be split. Splitting the line will update the quantity committed with the quantity picked. The system will create a new line for the component where the quantity ordered is the quantity that was unable to be picked. This new line will have a status of “Material Short.”

Once all lines of the work order have been RF picked, the system will pick confirm the entire work order and update the Pick List Confirmation File (WOPLR) with the date and time the work order was confirmed. The user ID of the handler who picked the last line on the work order is designated as the user who pick confirmed the work order, even if other handlers previously picked other lines.

Pick confirmed work orders put inventory in the work order Work-In-Process (WIP) location. If there is not WIP location or it is not being used, inventory is allocated in the original location.

Warehouse Management

Value Added Services interfaces with the Warehouse Management module to provide you with the following additional features:

- A Work Order Pick List, which prints pick locations. A Summary Pick List is also available
- The ability to receive in the parent item and perform auto or manual put-away
- Logic similar to Warehouse Management’s “stock-to-dock” to reflect picking components and bringing them to the work station (when pick confirmation is performed, items will be removed from the stock location and put in the “Work-In-Process” location).

Value Added Services Inquiries

Value Added Services is comprised of the multi-level BOM Inquiry and the Work Order Inquiry.

The BOM Inquiry allows you to inquire into a bill and display all levels of sub-assemblies needed to build a parent item. You also may display all parents that are built using a specified component, and inquire into the routing of each parent.

The Work Order Inquiry allows you to access information for work orders, including both open work orders and those in history. You also may allocate or release work orders through this inquiry.

CHAPTER 2 Value Added Services Work Flow 2

This section provides a description of the work flow process that generally takes place when performing work order processing using this module. It will begin with the creation of a work order through the receipt of the finished product.

A summary of the steps involved in work order processing follow. Each step contains a reference to the number of the page on which you can locate detailed information about the step.

1. Enter Work Order as Planned or Production Order (p. 2-1)
2. Allocate Planned Orders (p. 2-2)
3. Release Work Order after Allocation and Commitment of Inventory (p. 2-2)
4. Confirm Picked Quantities (p. 2-3)
5. Report Production Activity against Work Order (p. 2-4)
6. Report Quantities Completed through Routing Steps (p. 2-4)
7. Perform Outside Service Routing Steps (p. 2-4)
8. Post Receipt from an Outside Service Vendor (p. 2-5)
9. Receive Finished Goods into Inventory (p. 2-6)

Enter Work Order as Planned or Production Order

The first step to work order processing is creating the work order and the options associated with it. Select the way you will be creating the work order using one of the following methods:

- Use Maintain Work Orders (MENU WOMAIN) to manually create a work order.

  Header information presented in Maintain Work Orders includes, but is not limited to, the following:

  - Entry date, due date, scheduled start date, order priority code, parent item and quantity

NOTE: Component and routing information copies into an order automatically. Also, when the parent item's quantity is changed, the component requirements change accordingly.

- Allocate code to allocate or not allocate component inventory to production orders

Component detail information presented in Maintain Work Orders includes, but is not limited to, the following:

- Components, required quantities, and quantity per parent

Routing detail information presented in Maintain Work Orders includes, but is not limited to, the following:

- Routing information (steps and operation codes), via a function key

- Use Enter, Change & Ship Orders (MENU OEMAIN) to immediately create a work order for a special order, or to create, on-demand, a special order request for a work order. This enables the customer service representative to customize the manufacture of a product while the customer is on the phone.

  A special order request for a work order can later be reviewed, modified, if necessary, and then converted into a work order through Maintain Special Orders (MENU WOMAIN).

- Use Suggested Order Maintenance (MENU POREPT) and Create Requisitions from Suggested Orders (MENU POREPT) within Purchasing to request a suggested work order and to optionally create a work order from a suggested work order. Suggested orders may be printed and automatically converted to a work order for any of the items that fall below their minimum stocking levels.

Allocate Planned Orders

Inventory must be allocated through Allocate Planned Orders (MENU WOMAIN) for those work orders which have been entered into Value Added Services as planned orders. A planned order is a work order that does not automatically allocate inventory, such as an order used for customer quotes, future orders, or custom manufacturing.

This process creates a production order from the planned order.

Release Work Order after Allocation and Commitment of Inventory

Work orders must be released before work can actually begin. The release process is performed from within Release Work Orders (MENU WOMAIN) and accomplishes the following tasks:

- Ensures that all material needed for the order has been committed to it; if not, you may select an option to release with shortages
- Releases inventory to the shop floor for production
- Prints the Work Order Pick List for the work order
- Prints the Work Order Traveler for the work order, if one is requested

- Optionally prints the Outside Service Purchase Order or Receiving documents
- Changes the status of the order being released

If the **Alloc Inv** field is set to Y on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN), committing inventory or determining the available inventory that can be picked for a work order occurs at work order creation time. Otherwise, it occurs during the Automatic Backorder Release (ABR) program or through Release Work Orders (MENU WOMAIN). The inventory required to make the parent must be available before the order can be released for production.

If the **Alloc Inv** field is set to Y on the End Order Screen in Enter, Change & Ship Orders (MENU OEMAIN), for special orders entered through Order Entry, component items are allocated when the work order is created. Otherwise, allocation occurs when the flag is set to Y through Maintain Work Orders (MENU WOMAIN).

The following summarizes the process of a work order allocating materials:

- Inventoried components allocated to work order
- If item is on backorder, Automatic Backorder Release (ABR) commits the quantity to the work order
- If item is special ordered from a vendor, committed to work order upon receipt
- Status changes to “release ready” when all components are allocated to work order

Confirm Picked Quantities

Once the Work Order Pick List has been printed and items have been physically picked, the next step is to confirm the quantities that were picked. Use Maintain Work Orders (MENU WOMAIN) to confirm picked quantities. Pick and reservation quantities (Warehouse Management only) also may be adjusted.

Picked items are marked as confirmed and optionally moved to a warehouse location associated with the work center. The quantities, however, remain on-hand until the receipt of the parent item.

The following summarizes the process of a work order picking components:

- Print one or more Work Order Pick Lists per work order
- Optionally assign component picks to routing steps
- Add components to work order and generate picks on-the-fly
- Pick confirm each pick to ensure integrity
- Optionally perform a location move from within Warehouse Management to the Work-In-Process location

Report Production Activity against Work Order

You can cost standard, actual, or no labor against a work order. This is defined at the work center level. If no labor or standard labor is being used, the reporting of actual labor is not required. Standard labor information is set up in advance. Otherwise, actual labor must be reported so that the parent item can be properly costed when it is received into inventory.

A separate menu option is available on MENU WOMAIN to report actual labor. Information that is keyed includes the work order number, routing step, employee number, labor code, hours worked, and quantity completed.

Reporting labor and quantities completed also will update the status of the routing step for various inquiries and reports.

The following summarizes the process of a work order for reporting production activity related to in-house operations:

- Optionally report activity by routing sequence and operation code
- Report date, time, quantity completed, quantity scrapped, and quantity shipped (see “Report Quantities Completed through Routing Steps” on page 2-4)
- Optionally report employee’s actual labor information
- Review activity information displayed in inquiries (all activity is stored historically)
- Optionally perform outside service operations (see “Perform Outside Service Routing Steps” on page 2-4 and “Post Receipt from an Outside Service Vendor” on page 2-5)

Report Quantities Completed through Routing Steps

If actual labor is not being recorded for some or all of the routing steps, you may optionally report quantities completed through routing steps. This data is informational only and is used on various inquiries and reports.

Perform Outside Service Routing Steps

Value Added Services treats outside service operations as special types of routing steps. The two types of routing steps are:

- In-house Operations
- Outside Service Vendor

The process of shipping is indicated in the following steps:

1. Print the Outside Service Purchase Order

   This document can be printed when the order is released, or may be printed on-demand at the time it is actually needed. This document prints the items and quantities that must be shipped to the vendor. It also prints special instructions/specifications for the vendor.

   This document also contains a ship-to address as well as a return shipment address. The return shipment address can either be the warehouse, another vendor, or your customer.

2. Confirm the Shipment

   Once the components are shipped, you can optionally perform an outside service shipment confirmation. This step enables inquiries and reports to show that certain quantities of components are physically at outside vendors. Note that this process does not affect actual on-hand quantities or General Ledger accounts. This inventory is still owned by the distributor.

   Through the production activity for the routing step for receiving the Outside Service Purchase Order, you may create your PO group for posting. You also may create regular PO receipt groups for the POs using the options on MENU POMAIN.

The following summarizes the process of a work order for outside service operations:

- Special Tracking Subsystem
  - Not considered inventory transactions
- Outside Service Shipment
  - Ship and track unassembled components or assembled parents
  - Support multiple shipments/operations
  - Outside Service Purchase Order

Shows vendor charges, items shipped, quantities, special instructions, shipping and return addresses

- Outside Service Receipt
  - Record parent/components received back from vendor
  - Support for multiple receipts
- Charge Basis Options
  - Lot charge per order charge
  - Per component
  - Per parent

Post Receipt from an Outside Service Vendor

When a vendor has completed the services, that vendor may ship all or part of the completed work back to the distributor. The receipt from an outside service vendor routing type is used to report this transaction. This step basically reports the quantity received and at what service cost, and is used for inquiries and reports to show the quantity sent, received, and still remaining at the vendor location. Note that this receipt is not an inventory transaction. It confirms the receipt or completion of services, not items. On-hand quantities are not affected.

For this process, you will complete a regular PO receipt post for your Outside Service Purchase Order.

Receive Finished Goods into Inventory

A parent item and associated co-products are received into inventory as the final step of the work order process. Receipts can be partial or full. The parent can be received with or without any co-products or vice versa. The work order remains open until all quantities of the parent and any associated co-products have been received, or until the work order is marked as closed. Also, once finished goods have been received into inventory, those work orders created via special order requests during Order Entry are linked back to the originating purchase order.

NOTE: Before you can initiate the receiving process, all components that have been printed on a Work Order Pick List must be marked as pick confirmed.

Job Order Costing Support

Job order costs enable you to keep track of the major components of a work order's cost. Job order costs consist of cost inputs, cost distribution, and expense. Distribution A+ accumulates and rolls these costs into the parent item and updates your General Ledger accounts accordingly.

Cost Inputs

The costing inputs of a work order are materials, run time labor/setup labor, special charges, outside service charges, and overhead. These costs are calculated at work order receipt time and distributed to the parent and co-products, or alternately expensed.

- **Materials**: Components are issued (on-hand quantity is reduced) to a work order at the time the parent item is received into inventory.

  The cost used for the above transactions is standard, user, or average, and is defined through the existing order entry options record in Order Entry Options Maintenance (MENU XAFILE).

- **Runtime Labor/Setup Labor**: You may choose to roll up actual labor costs, standard labor costs, or no labor costs into the parent item. Two types of labor, setup and runtime, may be associated with each routing step. A separate menu option is available to record actual labor from a time card or from the Work Order Traveler.

  An option to use actual labor or standard labor may be turned on or off for each operation code that is defined (if you select actual labor cost, you will be required to report labor information). Standard labor hours and rate codes are defined at the operation level.

  Labor is rolled into the cost of the parent at receipt time.

- **Special Charges**: You may enter one or more special charges (e.g., freight charge, miscellaneous charge, etc.) for a work order. The amount keyed must be entered manually.

- **Outside Service Charges**: Outside Service Purchase Orders are used to track charges for value added services. These charges are automatically used in cost roll-up calculations (charges are rolled into the cost of the parent item at receipt time).

- **Overhead**: Overhead can optionally be calculated based on a field in Work Centers Maintenance (MENU WOFILE). You may select to calculate overhead as either a percentage of labor dollars or as a rate per labor hour. Actual overhead costs are calculated and rolled up into the parent at receipt time only. Estimated overhead will display on the Work Order Estimated Cost Information Screen (p. 3-66) in Maintain Work Orders (MENU WOMAIN) and the Work Order Inquiry (MENU WOMAIN).

Cost Distribution

Cost is distributed to parents and co-products, based on a percentage that you key. If there are no co-products, 100% of the cost is distributed to the parent.

Partial Receipts

The cost inputs will be pro-rated for distribution based on the work order quantity and quantity being received. For partial receipts, verify the quantity of components and the selection of appropriate lot/serial items.

Expense

There may be some occasions when you want to expense some of the costs of the work order rather than rolling them into the parent. This option is available for each of the cost inputs.

General Ledger Transactions

General Ledger transactions are initiated when parent items are received into inventory.

The following summarizes the process of a work order for receiving operations:

- Partial or complete receiving of parent item and/or co-products
- Report scrap quantities
- Roll-up costs into parent or co-products
- Put-away process same as Warehouse Management

The following summarizes the process of receiving a work order cost roll-up:

- Roll-up costs into parent or co-product
- Material, labor, outside service charges, special charges
- Basis of distribution of costs to co-products
- Percentage of total cost or current cost of co-product

Stages of a Work Order

When performing work order processing, a particular status is assigned to a work order during each step. The following table represent a summary of each status that may be assigned to a work order. For the particular status assigned to a work order, refer to the Work Centers Maintenance (MENU WOMAIN).

Status	Work Order Stage
Not Allocated, Not Released	Planning/quote stage
Allocated, (but) Material Shortages Exist	Component inventory is put aside and waiting to be picked; Automatic Backorder Release (ABR) then fills the order
Allocated, Ready For Release	Released once material requirements are met
Released to Shop Floor	Work Order Pick List, Work Order Traveler, Outside Service Purchase Order, and Outside Service Receiving List are printed
Pick (component issue) Confirmed	Confirmed; Confirmed -material short; Confirmed -pick ready; Confirmed -released)
Activity Reported (optional)	Inquiries will show the status of a work order
Partially or Completely Received	Inquiries will show the status of a work order
History	All components on a work order have been closed (received completed) and posted

CHAPTER 3

Processing Work Orders

3

You can perform work order processing through the Maintain Work Orders option on the Value Added Services Main Menu (MENU WOMAIN). A work order represents a commitment to assemble or customize a parent item. Through this option, you can add, change, delete, or pick confirm a work order. When adding a work order, you enter specialized inventory transactions. These transactions are specialized since you are actually entering a parent item, which later becomes a receipt, and component items, which later become issues. Receipts represent finished items that have been added to inventory and documented as such through Receipt Entry; issues represent items removed from inventory to produce the finished items.

Once a work order has been entered or maintained through this option:

- the work order can then be released through Release Work Orders (MENU WOMAIN)

  Releasing the work order through Release Work Orders prints the various paper work that is required for the work order, indicating how to make the parent item.
- activity recorded through Maintain Production Activity (MENU WOMAIN)

  Maintaining production activity through Maintain Production Activity allows you to record the activity performed for the work order.
- receipts entered through Receipt Entry (MENU WOMAIN)

  Performing receipt entry through Receipt Entry (once the product is finished) allows you to receive in the parent item (making it an item “on-hand”) and deplete components from inventory for the work order.
- receipts optionally edited through Receipt Edit (MENU WOMAIN)

  Optionally editing the receipts through Receipt Edit allows you to validate and verify the receipts before posting them through Receipt Post.
- finally posted through Receipt Post (MENU WOMAIN)

  Posting the receipts through Receipt Post allows you to update the inventory and work order files to reflect the change in inventory and the new status of the work order when finished goods have been received back into inventory.

Creating work orders through Maintain Work Orders is one of three ways in which you can create a work order in Distribution A+. In addition to this menu option, you can create work orders on-demand for special orders through Order Entry and you can create work orders from suggested orders through Purchasing. For details about creating work orders for special orders through Order Entry, refer to the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN) of the Order Entry manual.

For details about creating work orders from suggested orders, refer to Create Req From Suggested Orders (MENU POREPT) of the Purchasing User Guide.

If Customer Consignment is installed, work orders are supported in non-consignment warehouses only.

Maintain Work Orders

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order Maintenance Selection Screen	Used to add, change, or delete a work order or to pick confirm a work order's pick list.
Pick List Runs Screen	Used to select a pick list run that you want to pick confirm for the work order you are entering.
Work Order Header Screen	Used to assign the header information for this work order, which informs Distribution A+ of the manufacturing item you want to make.
Work Order Maintenance Change Reason Codes Screen	Used to select the version of the bill of material of the parent item you want to retrieve, based on an effective date and/or revision level, when creating a work order.
Work Order Maintenance Change Reason Codes Screen	Used to review information associated with the reason why a due date has been changed.
Work Order Maintenance Entry 1 Screen	Used to enter the component and/or co-product items ordered for this work order and the corresponding quantities of each item.
Work Order Special Charges Screen	Used to enter the appropriate special charges for the work order being processed.
Work Order Routing Maintenance Screen	Used to create and/or maintain the routing sequences and operations for the work order being created/ maintained.
General Routing Comments Screen	Used to enter/review general routing comments that apply to all of the routing sequences for the work order being processed.

Title	Purpose
Work Order Routing Maintenance Entry Screen	Used to enter or change the operation and activity information for this step in the routing sequences.
Outside Service PO Information Header Screen	Used to define outside service PO header information for the routing sequence you selected.
Outside Service PO Information Selection Screen	Used to select an item on the work order that you want to assign or delete as an outside service shipment.
Outside Service PO Information Maintenance Screen	Used to maintain outside service information for the item you selected.
Routing Comments Screen	Used to enter or review specific routing comments for this individual routing sequence.
Work Order Summary Information End Order Screen	Used to review summary information for the selected work order.
Work Order Estimated Cost Information Screen	Used to review the estimated costs of the work order being processed.
Work Order Maintenance Entry 2 Screen	Used to enter additional information for the co-product you are entering/maintaining for this work order.
Work Order Maintenance Entry 3 Screen	Used to enter additional information for the component (issue) you are entering/maintaining for this work order.

Work Order Maintenance Selection Screen

```
                         WORK ORDER MAINTENANCE

  Company?      01
  Function:     _          (A,C,D,P)
  Work Order:   ......
  Order Type:   ..         (P=Planned O=Order)
  P/L Run:      ..........  (Pick Confirm Only)

F3=Exit   F4=List P/L Run
```

This screen appears after selecting option 1 - Maintain Work Orders from the Value Added Services Main Menu (MENU WOMAIN). Use this screen to add, change, or delete a work order or to pick confirm a work order's pick list. For new orders, you can select to allocate inventory now or simply assign the order as a planned order. Planned orders can be converted to regular production orders through Allocate Planned Orders (MENU WOMAIN).

Work Order Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if Distribution A+ is tailored to use multiple companies, as determined through System Options Maintenance (MENU XAFILE). Key the company number for which you are adding, changing, deleting, or pick confirming a work order, or accept the default value. *Default Value:* The default company defined through Authority Profile Maintenance (MENU XASCTY) for the user. *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

Work Order Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key the function you want to perform for this work order. Key A to add a new work order. Key C to change an existing work order. You cannot change a work order that is currently "in-use" or that has already been closed. "In-use" means that the work order you want to maintain is currently being used by another user in a receipt entry process or a change process. Key D to delete an existing work order. You cannot delete a work order that is currently "in-use," that has production activity or outside service activity associated with it, or that has any pending or posted receipts. If you want to remove a work order and cannot delete it, you can instead close the work order by selecting Receipt Entry (MENU WOMAIN). On the Work Order Receipt Header Screen in that option, receive in a quantity of zero and key C in the **Rcpt Complete** field to close the work order. You must then perform the Receipt Post (MENU WOMAIN) so that General Ledger will be updated accordingly. It may be necessary for you to close a work order instead of deleting it, if you want General Ledger updated to reflect activity/expenses, etc. that may be associated with a work order. Key P to pick confirm inventory picked on a particular Work Order Pick List for an existing work order. When pick confirming inventory, key the work order number and pick list run number of the item that you are confirming on the pick list. If Warehouse Management is installed and the **Move Inventory to WIP** field is set to Y in Work Order Options Maintenance (MENU WOFILE), stock will be moved to the WIP location following pick confirmation. Stock will only be moved for those line items that are on the pick list run selected. NOTE: When performing function P, if only one pick list run number is used, you can leave the **P/L Run** field blank and Distribution A+ will locate the run number for you. If more than one pick list run number exists, Distribution A+ will locate the earliest run number not pick confirmed. All component items must be pick confirmed before they can be depleted through the W/O Receipt/Entry/Post process. (A 1) Required

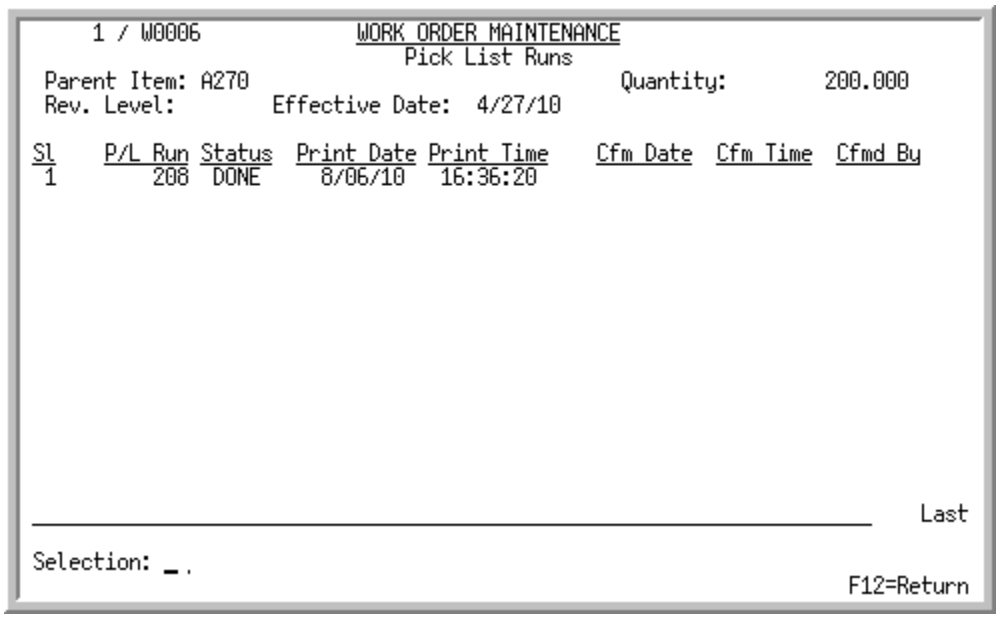
Work Order Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Work Order	This field reflects the unique work order number you are adding, changing, deleting, or pick confirming. In Add mode, key the desired work order number, or leave this field blank if you want Distribution A+ to automatically generate a number for you. In Change, Delete, or Pick confirm modes, you must key the work order for the function you are performing. NOTE: When adding new work orders (Add mode), this field is optional. For all other functions, this field is required. (A 5) Optional/Required
Order Type	This field reflects the type of work order you are creating. Key P for a planned work order if you are creating a work order for which you do not want to immediately allocate inventory. This is most often used for planning purposes. Note that planned orders can be converted to regular production orders through Allocate Planned Orders (MENU WOMAIN). Key O for a production order if you are creating a work order for which you want inventory to be releasable (under normal circumstances a work order that you want to allocate inventory). NOTE: This field is required for new work orders only (Add mode). (A 1) Optional/Required
P/L Run	This field is required for the Pick Confirmation process. Use this field to select a specific pick list run number to pick confirm the work order you are entering. A unique pick list run number is generated for the work order for each pick list process. Key the pick list run number you want to select for this work order. If you do not recall an existing pick list run number, press F4=LIST P/L RUN. NOTE: When pick confirming (function code P), if only one pick list run number is used, you can leave this field blank and Distribution A+ will locate the run number for you. If more than one pick list run number exists, Distribution A+ will locate the earliest run number not pick confirmed. Each work order can have one or more pick list run numbers, unlike a sales order, which is picked only once and therefore has only one pick list run associated with it. (N 9,0) Optional/Required
F3=Exit	Press F3=EXIT to return to MENU WOMAIN.

Work Order Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=List P/L Run	Press F4=LIST P/L RUN if you do not recall a pick list run number. The Pick List Runs Screen (p. 3-8) appears, where you can review pick lists runs for the work order and select the pick list run you want to confirm for this work order. NOTE: In order to use this function key, the **Function** field must be P and at least one Work Order Pick List must have been printed for the work order entered.
Enter	Press ENTER to confirm your selections. The Work Order Header Screen (p. 3-11) appears, where you can perform work order maintenance or pick list confirmation.

Pick List Runs Screen



This screen appears after you press F4=LIST P/L RUN on the Work Order Maintenance Selection Screen (p. 3-4). This screen displays existing pick lists runs for the selected work order. There is one printed pick list for each pick list run number. Use this screen to select a pick list run that you want to pick confirm for the work order you are entering.

NOTE: To reprint a pick list, go to the Work Order Packet Print Screen (p. 6-8) in Release Work Orders (MENU WOMAIN).

Pick List Runs Screen Fields and Function Keys

Field/Function Key	Description
Company/Work Order Number	This field displays the company and work order number associated with this pick list run. Display
Parent Item	This field displays the parent item for this work order. Display
Rev Level	This field displays the revision level, if applicable, of the bill of material for this work order. Display
Effective Date	This field displays the latest effective date, if applicable, of the bill of material for this work order. Display

Pick List Runs Screen Fields and Function Keys

Field/Function Key	Description
Quantity	This field displays the total order quantity for this work order. Display
Co/Customer	This field displays the company and customer number that the bill of material for this work order was copied from. This field displays only if this bill of material was copied from an existing bill. Display
Sl	This field displays the reference number of the pick list run displayed on this screen. Key this number in the *Selection* field to select this pick list run to assign to the work order. Display
P/L Run	This field displays the pick list run number associated with the work order. This number is generated when a pick list is printed. Display
Status	This field displays the printing status of the pick list run. Valid status types are: • **Exec** - currently being executed • **Done**- pick list printed • **Wait** - pick list waiting to be printed NOTE: The status must be Done before it can be pick confirmed. Display
Print Date	This field displays the date that this pick list run was printed. Display
Print Time	This field displays the time that this pick list run was printed. Display
Cfm Date	This field displays the date this pick list run was pick confirmed. NOTE: If this field is blank, this pick list run has not yet been confirmed. Display
Cfm Time	This field displays the time this pick list run was pick confirmed. Display
Cfmd By	This field displays the ID of the user who pick confirmed this pick list run. If you are using Radio Frequency and if lines for this work order were picked using Radio Frequency, this field displays the user ID of the handler who picked the last line, even if other handlers picked other lines. Display

Pick List Runs Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select one of the pick list runs displayed on this screen. Key the number in the **SI** column that corresponds to the pick list run number you want to pick confirm, and press ENTER. (N 2,0) Optional
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the Work Order Maintenance Selection Screen (p. 3-4).
Enter	Press ENTER to confirm your selection. The Work Order Maintenance Selection Screen (p. 3-4) appears and the pick list run you selected to be assigned to the work order displays in the **P/L Run** field.

Work Order Header Screen

```
  1 / W0011              WORK ORDER MAINTENANCE          ENTER NEW WORK ORDER


Parent Item: ............................    Quantity: .............

 -OR-   Find: ....................................
        Item: ............................    Class?    .....

Co/Customer:   1 ...........
 -OR-   Find: ....................................
        City: ......................          St/Prov:   ...........

Rev. Level:   ......                           Effective Dt:  .91111
FG WH?        1.                               Pick/Comp WH?  1.
Job No:       ............                     Entry Date:     9/11/11
Order Prty:   3   (1 - 7)                      Start Date:    .91111

Upd Demand:   N   (Y,N)                        Due Date:      .......
Allocate:     Y   (Y,N)
Drawing No:   ......................
Parent Cst %: ........%


 F4=Parent List                        F12=Cancel
```

This screen appears after you press ENTER on the Work Order Maintenance Selection Screen (p. 3-4) or after you pressing F23=WO on the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN). Use this screen to assign the header information for this work order, which informs Distribution A+ of the manufacturing item you want to make. This information applies to the entire work order. Header information is distinguished from detail or item information, which applies to the individual items on the work order.

Information that you key on this screen determines which bill of material you want to extract from Bill of Material Maintenance (MENU WOFILE). After you enter the information and press ENTER on this screen, Distribution A+ will automatically extract the associated information (components, co-products, and routing steps) from Bill of Material Maintenance and display the information accordingly throughout this menu option. You can then, if desired, alter this information. Outside service information will be created, if applicable and, if the **Allocate** code field on this screen is Y, the components will be allocated.

NOTE: During Work Order Maintenance, a warning message will display if a special order sales order exists, alerting you that you may want to change or delete the sales order.

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
(Company Number/ Work Order Number)	This field displays the company number and work order number for which you are entering/maintaining work order information. This is the work order number that you keyed on the Work Order Maintenance Selection Screen (p. 3-4) or that Distribution A+ automatically assigned if you did not key a work order number. Display
Parent Item	This field identifies the parent item associated with this work order. Key the appropriate item number. If you do not recall the item number, you may search for the item using the **Find/Item/Class** fields. *Valid Values:* An item defined in Item Master Maintenance (MENU IAFILE) and designated as a manufactured item through Bill of Material Maintenance (MENU WOFILE) NOTE: This field is display-only if you accessed this screen from the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN) and/or if you are in change, delete or pick confirm mode. (A 27) Required/Display
Description	This field displays the description of the parent item. When you first create a work order, this field does not appear. After you have entered a valid item number on this screen, this field will appear. Display
Quantity	This field represents the total quantity of the parent item that you want to make. Key the quantity of the parent item you want to make for this work order. (N 12,3) Required
U/M	Use this field to indicate the stocking unit of measure associated with the parent item for this work order. You can use any one of the three stocking units of measure. Key the appropriate unit of measure. *Default Value:* The largest of the stocking units of measure defined through Unit of Measure Maintenance (MENU IAFIL2). *Valid Values:* Any stocking unit of measure for this item defined through Unit of Measure Maintenance (MENU IAFIL2). (A 3) Required

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
(Parent Item) Find/ Item/Class	If you do not recall the item number of a parent, use these fields to key item description search words, a partial parent item number, or an item class to activate the Item Search feature. After you enter search criteria and press ENTER, the Item Description Search Screen appears. Refer to the Inventory Accounting User Guide for a description of this screen. Refer to the Cross Applications User Guide for an explanation of the rules for entering search criteria. NOTE: These fields display only in Add, Change, or Delete mode. (A 40 / A 27 / A2/A2) Optional
Co/Customer	This field represents the company and customer of the existing bill of material you want to use for this work order. You can use this field to select the bill of material that has been defined specifically for this customer. Key the number of the customer for whom a unique bill of material has been defined and for which you wish to use for this work order. If you are unsure of the customer number, use the **Find**, **City**, and **St/Prov** fields with the ENTER key to activate the Customer Search feature. *Default Value:* The company number for which this work order was entered. *Valid Values:* Any valid customer that has been defined through Customer/ Ship-to Maintenance (MENU ARFILE) for the corresponding company and has customer specific Bills of Material setup for it through Bill of Material Maintenance (MENU WOFILE). (N 2,0 / N 10,0) Display/Optional
(Customer) Find	This field appears in Add mode only. Use this field either alone or with the **City** and **St/Prov** fields to search for the customer by name, phone number, and zip/postal code. Key one or more of the following, separated by one blank space: • up to 10 characters (the first 10) of one or more words in the customer's name. Key the words in any order. • up to 10 characters (the first 10) of the PO contact's phone number, excluding the country code and delimiters • up to 5 characters (the first 5) of the customer's zip/postal code For information on entering search criteria, refer to the Cross Applications User Guide. (A 40) Optional

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
(Customer) City	This field appears in Add mode only. Use this field either alone or with the **Find** and **St/Prov** fields to search for a customer in a particular city. Key up to 8 characters (the first 8) of the customer's city. For information on entering search criteria, refer to the Cross Applications User Guide. (A 8) Optional
(Customer) St/Prov	This field appears in Add mode only. Use this field with one or both of the **Find** and **City** fields to search for a customer in a particular state or province. Key up to 10 characters (the first 10) of the state or province code. For information on entering search criteria, refer to the Cross Applications User Guide. (A 10) Optional
Rev. Level	This field represents the revision level, if any, of the bill of material that you want to use for this work order. This field determines which bill of material will be retrieved for this work order. Key the appropriate revision level. Distribution A+ will locate this bill with this revision level. If you leave this field blank, Distribution A+ will locate the bill with no revision level. NOTE: If you choose not to key a revision level or an effective date in the **Effective Dt** field, Distribution A+ will retrieve the bill with the most recent effective date. (A 5) Optional

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
Effective Dt	This field appears only if the **Use Effective Dates** field is Y in Work Order Options Maintenance (MENU WOFILE). This field represents the effective date (the date the bill goes into effect), if any, of the bill of material that you want to use for this work order. This field determines which bill of material will be retrieved for this work order. The bill that will be retrieved for this work order is the one with an effective date prior to or equal to the date you enter in this field. Key the effective date of the bill of material you want to use for this work order. The bill that is in effect as of this date will be retrieved. NOTE: If you choose not to key a revision level in the **Rev. Level** field or an effective date in this field, Distribution A+ will retrieve the bill with the most recent effective date. Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). *Default Value:* Today's date. (N 6,0) Optional
FG WH	This field identifies the warehouse where all of your parents and co-products will be received. Key the warehouse you want to assign as the finished goods warehouse for this work order, or accept the default. NOTE: This warehouse and the component warehouse may be the same warehouse or different warehouses. You can, however, have only one finished goods warehouse per work order. *Default Value:* The default warehouse defined through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* A non-consignment warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse that is used for receiving finished goods. (A 2) Required

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
Component WH	This field identifies the warehouse where all of your inventory will be picked from (the "issuing" warehouse). Key the warehouse you want to assign as the component warehouse where all of your items for this work order will be picked, or accept the default. NOTE: This warehouse and the component warehouse may be the same warehouse or different warehouses. You can, however, have only one component warehouse per work order. *Default Value:* The default warehouse defined through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* A non-consignment warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse from which goods are picked. (A 2) Required
Job No	This field represents the job number you want to assign to this work order. A job number allows you to track multiple work orders for a particular activity (e.g., you may want to assign job number "construct1" for each work order that is created for a particular job that deals with construction site #1.) Key the appropriate job number you want to assign to this work order. (A 15) Optional
Entry Date	This field displays the date on which you created the work order. Display

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
Order Prty	Use this field to specify the order priority used to determine the sequence in which a backorder is released. Order priorities 1 through 6 are used by Automatic Backorder Release (ABR). The highest priority is 1, the lowest priority is 6. Of these, the odd numbered priorities (1, 3, and 5) are used to "always commit" inventory to the order whether or not the order meets the ABR conditions defined in Order Entry Options (such as minimum value, maximum value, and percentage of total order value). The even numbered priorities (2, 4, and 6) will commit inventory to the order only if the aforementioned ABR conditions are met. Order priority 7 is used to release a backorder manually, without using ABR. Key the order priority you want to assign to this work order, or accept the default. Refer to the Order Entry Options Maintenance (MENU XAFILE) in the Cross Applications User Guide and the Managing Backorders section of the Order Entry User Guide for additional information. *Default Value:* The default priority defined in Order Entry Options Maintenance (MENU XAFILE). *Valid Values:* 1 through 7, if Y has been selected for the priority in Order Entry Options Maintenance (MENU XAFILE). (A 1) Required
Start Date	This field reflects the date you want to begin manufacturing for this work order. Key the start date that work is set to begin or accept the default. Note that in the case of sales orders the date in this field also appears in the **Req Ship** (required ship) field of the Order Header Screen (MENU OEMAIN). It also serves as the date for releasing work orders through Automatic Backorder Release (MENU OEMAST). Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG) or, if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). *Default Value:* Today's date. (N 6,0) Required

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
Upd Demand	This field is display-only if you keyed S in the **Upd Demand for Mfg Item** field in System Options Maintenance (MENU XAFILE). This field determines if the demand for components on this work order should be updated at the time of receipt for the parent item or at the time of sale for the parent item. Key Y if you want demand to be updated for this work order at the time of receipt posting. Key N if you want demand to be updated for this work order at the time of sale for the parent item. *Default Value:* Y is the default value if you keyed R in the **Upd Demand for Mfg Item** field in System Options Maintenance (MENU XAFILE). N is the default value if you keyed S in the **Upd Demand for Mfg Item** field in System Options Maintenance (MENU XAFILE). (A 1) Required/Display
Due Date	This field reflects the date all manufacturing is scheduled to be completed for this work order. This date must be equal to or after the date entered in the **Start Date** field. Key the appropriate due date. NOTE: If you later change this field, you will be required to specify the reason why you are modifying the date manufacturing is scheduled to be completed. Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
Allocate	This field determines if components on this work order should be allocated in inventory. Key Y if you want to allocate inventory for this work order (the quantity on-hand for the components on this work order are reduced when work order receipts are posted). If inventory is allocated, the same items cannot be promised to another customer or used for another work order. Key N if you do not want to allocate inventory for this work order at this time. Note that you must key N in this field for planned order types, since you have not yet made a commitment to make the item so you cannot at this time allocate your components. For regular order types, you can still key N in this field if you do not want to allocate inventory until the order is released. You can change this field from Y to N or N to Y for regular orders, but this field must remain N for planned orders. NOTE: Refer to Allocate Planned Orders (MENU WOMAIN) if you have planned orders that you want to convert to regular orders. *Default Value:* Y (for regular orders) (A 1) Required
Drawing No	This field represents the engineering drawing number that may be assigned to an individual drawing for tracking or identification purposes. Key the drawing number you want to assign to this work order. *Default Value:* The drawing number, if any, entered in Bill of Material Maintenance (MENU WOFILE). (A 20) Optional
Parent Cst %	This field reflects the percentage of the total work order cost (components, labor, outside service, special charges, and overhead) that you want to assign to the parent item. If you are not using co-products, the parent cost % should be 100%, as the total cost of the work order is charged to the parent. If you are using co-products, then assign a percentage to the parent and each of the co-products. Together, these should add up to 100%. Key the cost percentage of the work order that you want to assign to the parent item. The percentage that you key in this field is displayed during the Work Order Inquiry (MENU WOMAIN), and is used by the Receipt Entry and Receipt Post options. Distribution A+ will extract the total work order cost and this percentage of it to determine the amount that will debit your inventory and update your average cost. *Default Value:* The parent cost percentage, if any, entered in Bill of Material Maintenance (MENU WOFILE). (N 7,0) Optional

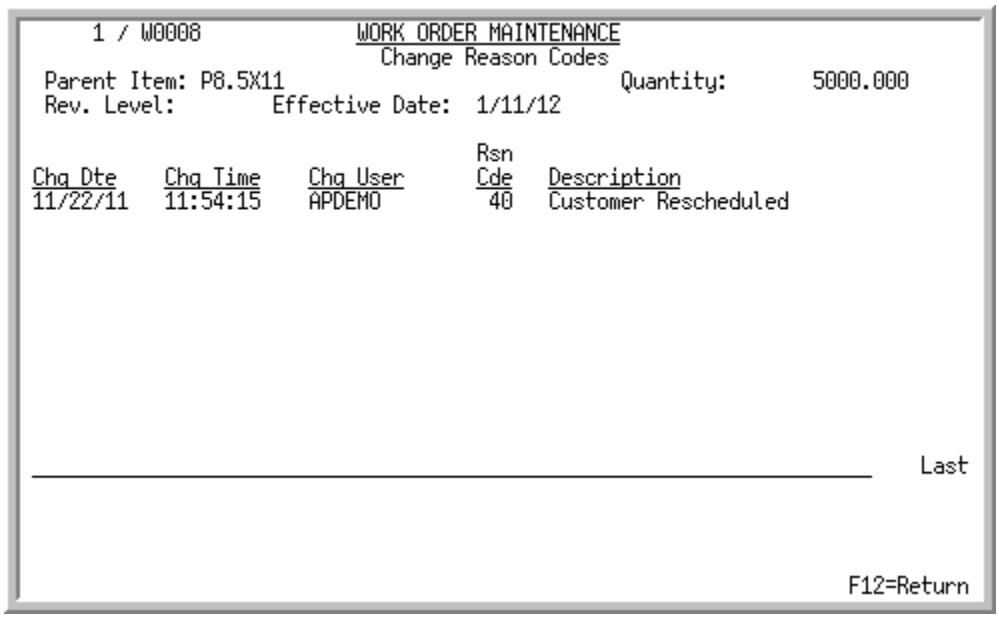
Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
Original Due Date	This field displays only if you are in Change, Delete, or Pick confirm mode. This field displays the original due date that you entered in the **Due Date** field on this screen when you first created this work order. Display
Rsn	This field displays only if you are in Change, Delete, or Pick confirm mode. If you change the due date, you are required to use this field to enter the reason code identifying why the date was changed. Key the appropriate reason code. The description setup for the reason code automatically displays below this field. If desired, you can override the description. This will not change the original description defined for the reason code. Use F14=Rsn Cde to display information regarding when and why the due date was changed. Multiple due date change information is saved in the Due Date Change File. *Valid Values:* A reason code defined through Due Date Revision Codes Maintenance (MENU WOFILE). (A 3) Required
F4=Parent List	The F4=Parent List function key appears only in add mode. After entering a parent in the **Parent Item** field, press F4=Parent List to display the Parent Revision List Screen (p. 27-14), which presents a list of bill of materials for the parent and their associated revision levels/effective dates. You can then select which version of the bill you want to retrieve for this work order.
F6=Sct Info	The F6=Sct Info function key appears only in change or delete mode. Press F6=Sct Info to review estimated costs associated with the work order. The Work Order Estimated Cost Information Screen (p. 3-66) appears.
F10=End	The F10=End function key appears only in change or pick confirm mode, or if you are in add mode and are returning to this screen from another screen within this menu option. Press F10=End to access the Work Order Summary Information End Order Screen (p. 3-61).
F12=Cancel	The F12=Cancel is function key appears only in add or delete mode. Press F12=Cancel to cancel the selected work order. The Work Order Maintenance Selection Screen (p. 3-4) will appear and the work order will be canceled.

Work Order Header Screen Fields and Function Keys

Field/Function Key	Description
F14=Rsn Cde	The F14=RSN CDE function key appears only in change or delete mode. If the due date has been changed, press F14=RSN CDE to review information regarding the reason why the due date was changed. The Work Order Maintenance Change Reason Codes Screen (p. 3-22) will appear. Multiple due date change information is saved in the Due Date Change File.
F24=Delete	The F24=DELETE function key appears only in delete mode. Press F24=DELETE to delete the selected work order. You will be required to press F24=DELETE again to confirm deletion. The Work Order Maintenance Selection Screen (p. 3-4) will appear and the work order will be deleted.
Enter	The ENTER key is not applicable in delete mode. The ENTER key serves several functions: • Press ENTER to confirm your selections. The Work Order Maintenance Entry 1 Screen (p. 3-24) appears, where you can key the items for this work order. • Press ENTER to display a list of customers after keying search criteria in the (Customer) **Find**, **City**, and **St/Prov** fields. • Press ENTER to display a list of items after keying search criteria in the (Parent Item) **Find**, **Item**, and **Class** fields.

Work Order Maintenance Change Reason Codes Screen



This screen displays after you press F14=RSN CODE on the Work Order Header Screen (p. 3-11). Use this screen to review information associated with the reason why a due date has been changed.

All the fields on this screen are display only and cannot be changed.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Work Order Change Reason Codes Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order)	This field displays the company number and work order number for which you are entering/maintaining work order information.
Parent Item	This field displays the parent item you have selected for this work order.
Quantity	This field displays the total quantity for the parent item for this work order.

Work Order Change Reason Codes Screen Fields and Function Keys

Field/Function Key	Description
Rev. Level	This field displays the revision level, if applicable, of the bill of material for this work order.
Effective Date	This field displays the latest effective date, if applicable, of the bill of material for this work order.
Chg Dte	This field displays the date the due date was changed.
Chg Time	This field displays the time the due date was changed.
Chg User	This field displays the name of the user who changed the due date.
Rsn Cde	This field displays the reason code assigned when the due date was changed, indicating why the due date needed to be modified.
Description	This field displays the description of the reason code.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press the F12=RETURN function key to return to the Work Order Header Screen (p. 3-11).

Work Order Maintenance Entry 1 Screen

```
  1 / W0001                 WORK ORDER MAINTENANCE          CHANGE WORK ORDER
  Parent Item: W1000
  Rev. Level:  ORIG  Effective Date:  5/10/13    Quantity:            5.000  EA
                                                 Avail to make:        .000
  Parent Cst%: 100.000 Co-Prod Cst%:             Total %:       100.000
R T WH Line Status Item/Description                   Qty Ord  Rcv/Cmt Qty  S
1 I 1  Mtl Short   W1010 Overhead Lens Unit             5.000
2 I 1  Mtl Short   W1020 Overhead Lens Arm Unit          5.000
3 I 1  Mtl Short   W1040 Overhead Base Unit             5.000
4 I 1  Pck Ready   W1160 3M 2800 Lumen Lamp Overh+     10.000       10.000



                                                                        Last
 T Item Number                    U/M      Qty Per     Order Qty
 _.............................   .... ............. ..............


              Find:   ........................................
              Item No: ........................... Class? .....

F2=Receipts Only    F6=RtgStp    F10=End        F12=Return      F21=BOM Inq
F4=Charges          F9=Routing   F11=Cst Pct    F13-20 to Chg   F22=Itm Inq
```

This screen displays after you press ENTER on the Work Order Header Screen (p. 3-11). Use this screen to enter the component and/or co-product items ordered for this work order and the corresponding quantities of each item. Use the appropriate transaction code to identify the item.

Work Order Maintenance Entry 1 Screen Fields and Function Keys

Field/Function Key	Description
Company/Work Order Number	This field displays the company number and the work order number of the order being processed. Display
Parent Item	This field displays the parent item for this work order. Display
Rev. Level	This field displays the revision level, if applicable, of the bill of material for this work order. Display
Effective Date	This field displays the latest effective date, if applicable, of the bill of material for this work order. Display
Quantity/UM	This field displays the total quantity and unit of measure for the parent item for this work order. Display

Work Order Maintenance Entry 1 Screen Fields and Function Keys

Field/Function Key	Description
Co/Company	This field displays the company and customer number that the bill of material for this work order was copied from. This field displays only if this bill of material was copied from an existing bill. Display
Avail to Make	This field displays (based on the quantity ordered) the quantity of parents you are currently able to make from the components. Distribution A+ extracts the least available of the components to derive this value, calculated by subtracting any unavailable components for this work order from the available components. Display
Parent Cst %	This field represents the parent cost percentage assigned to the parent item for this work order. This is the percentage of the total work order cost (components, labor, outside service, special charges, and overhead.) assigned to the parent item. If you are not using co-products, this value should be 100% as all of the costs of this work order are to be charged to the parent. Display
Co-Prod Cst %	This field represents the cost percentage of the work order's total cost that is to be charged to co-products. Display
Total %	This field represents the sum of the parent cost % and co-product cost %. It should equal 100%. If this total does not equal 100%, you have over/under assigned the cost percentage to the parent or one or more of the co-products. Display
R	This field displays the reference number of the item displayed on this screen. See F13-F20=To Change to maintain an item on this screen corresponding to this reference number. Display
T	This field represents the transaction code for this item. **R** displays in this field if the item is designated as a co-product and will be received into inventory. **I** displays in this field if the item is designated as a component item for this work order and will be issued from inventory. Display
WH	This field displays the component warehouse for **I** transactions and the finished goods warehouse for **R** transactions. Display

Work Order Maintenance Entry 1 Screen Fields and Function Keys

Field/Function Key	Description

Line Status/Routing Stp	This field displays either the line status or the routing step of the item displayed on this screen, as toggled with the F9=ROUTING function key.
	The line status displays the current status of the selected item; one of the following statuses will display:
	• Line status for receipts (a transaction code of R):
	  • **No Receipts**: This status displays if the item has no receipts against it.
	  • **Prtl Repts**: This status displays if the item has partial receipts against it.
	  • **Received**: This status displays if the ordered item has been fully received.
	• Line status for issues (a transaction code of I):
	  • **Mtl Short**: This status displays if the item has material shortages.
	  • **Pick Ready**: This status displays if the item is pick ready.
	  • **Pck Printed**: This status displays if picks have been printed for this item.
	  • **Pck Cnfmd**: This status displays if the item is pick confirmed.
	  • **Depleted**: This status displays if the item has been depleted from inventory.
	  • **HELD - XX**: This status displays if the item is on hold, with the XX signifying the hold code.
	The routing step displays the routing sequence for which the selected item should be picked.
	Display

Item/Description	This field displays the ordered item number and its description for this work order. If an item is indented with a "**+**" sign shown before the item number, it indicates that the item is part of or has been split from the item shown above it. A split line item display will occur on this screen if any of the following conditions exist: • A quantity is put on backorder and a partial release Work Order Pick List was printed • The parent quantity has been changed after the Work Order Pick List has been printed • A work order has been partially received Display

Work Order Maintenance Entry 1 Screen Fields and Function Keys

Field/Function Key	Description
Qty Ord	This field displays the total quantity ordered of the item for this work order. Based on the **Allow Decimal Qty** field in Bill of Material Maintenance (MENU WOFILE/MENU OBFILE), decimal component quantities may have been rounded to the next whole number. Display
Rcv/Cmt Qty / Cst Percent	This field displays either the total quantity of the items received/committed for this work order or the cost percentage, as toggled with the F11 function key. Based on the **Allow Decimal Qty** field in Bill of Material Maintenance (MENU WOFILE/MENU OBFILE), decimal component quantities may have been rounded to the next whole number. For I transactions the **Rcv/Cmt Qty** field displays the total amount of this item that is committed to this work order. For R transaction, this field displays the quantity that has been received to date for this item. The **Cst Percent** field displays the percentage of the total work order percentage that you have assigned to this co-product. This will be zero for I type transactions. Display
S	This field indicates if the item is a special ordered item. An S displays in this field if the item is a special ordered item. This field is blank if the item is not a special ordered item. Display
T	Use this field to enter the transaction code for the item you are entering for this work order. This field is used to identify the selected item as either a co-product or component item of the parent. Key a transaction code of R to designate this item as a co-product. This item will be received back into inventory. Key a transaction code of I to designate this item as a component item. This item will be issued from inventory. *Valid Values:* I or R (A 1) Required
Item Number	Use this field to indicate the item number of the component or co-product you wish to add to this work order. Key the appropriate item number. *Valid Values:* A valid item defined through Item Master Maintenance (MENU IAFILE). Kits and assortments are not allowed. (A 27) Required

Work Order Maintenance Entry 1 Screen Fields and Function Keys

Field/Function Key	Description
U/M	Use this field to indicate the stocking unit of measure associated with the component or co-product being added to this work order. Key the appropriate unit of measure. *Valid Values:* Any stocking unit of measure for this item defined through Unit of Measure Maintenance (MENU IAFIL2). (A 3) Optional
Qty Per	Use this field to indicate either the number of component items needed to produce each parent item associated with this order, or the number of co-products that will be produced for each parent item that is assembled. Key the appropriate quantity. NOTE: If you key a quantity in this field, blank out the **Order Qty** field. Distribution A+ will automatically recalculate the new quantity by multiplying the parent's order quantity by the quantity per. (N 11,5) Optional
Order Qty	Use this field to enter the quantity of this item that you wish to order for this work order. Key the appropriate order quantity. Based on the **Allow Decimal Qty** field in Bill of Material Maintenance (MENU WOFILE/MENU OBFILE), decimal component quantities may be automatically rounded to the next whole number. If you want Distribution A+ to automatically calculate the order quantity for you, leave this field blank and key a value in the **Qty Per** field. NOTE: If the parent's order quantity is changed, new order quantities for all components and co-products are automatically recalculated by multiplying the parent's order quantity by the **Qty Per** field. If the quantity per is zero, the components or co-product's order quantity is considered overridden and will not change when the parent's order quantity changes. (N 11,3) Optional
Find/Item No/Class	If you do not recall the complete item number of an item, use item description search words, a partial item number, or an item class to activate the Item Search feature. After you press **Enter**, the Item Description Search Screen will appear. Refer to the Inventory Accounting User Guide for a description of this screen. Refer to the Cross Applications User Guide for rules about entering search criteria. (A 40 / A 27 / A2/A2) Optional

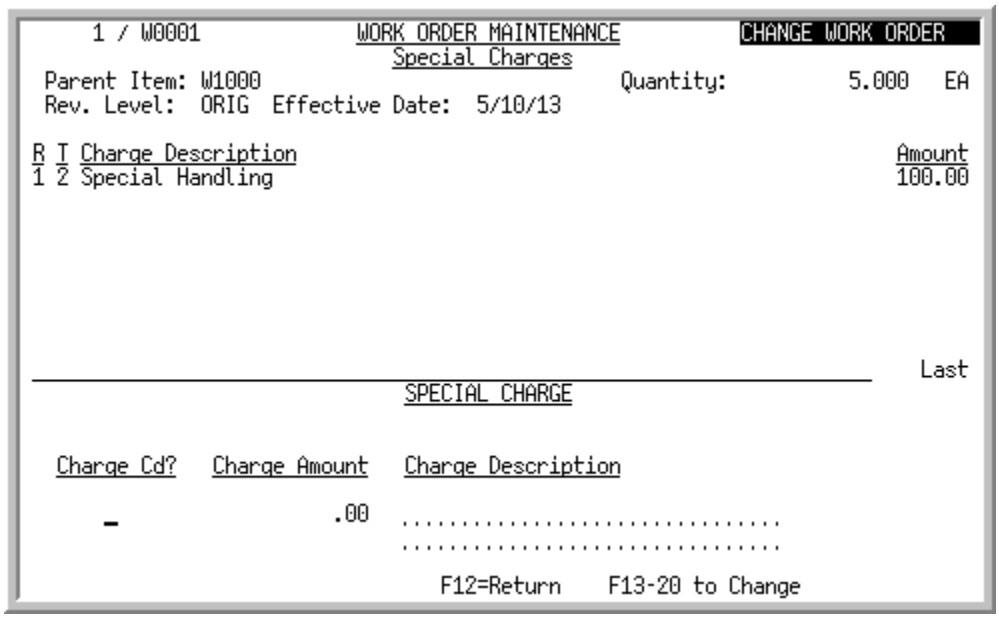
Work Order Maintenance Entry 1 Screen Fields and Function Keys

Field/Function Key	Description
F2=Receipts Only/ F2=Issues Only/F2=All	Press this 3-way toggle function key to display receipts only (co-products; a transaction code of R), issues only (components; a transaction code of I), or all items (co-products and components). The appropriate items will display on this screen.
F4=Charges	Press the F4=CHARGES key if you want to enter the appropriate special charges for the work order. The Work Order Special Charges Screen (p. 3-31) will appear.
F6=RtgStp/F6=Lin St	Press this 2-way toggle function key to display either the routing sequence number or line status associate with the item. The appropriate information will display in the **Routing Stp**/**Line Status** column on this screen.
F9=Routing	Press the F9=ROUTING key if you wish to create and/or maintain routing sequences and operations for the work order. The Work Order Routing Maintenance Screen (p. 3-34) will appear.
F10=End	Press the F10=END key to end this order. The Work Order Summary Information End Order Screen (p. 3-61) will appear.
F11=Cst Pct / F11=Cmt/Rcv	Press this 2-way toggle function key to display either the cost percentage (co-products only) or receive commit quantity in the **Cst Percent** / **Rcv/Cmt Qty** column display on this screen.
F12=Return	Press the F12=RETURN key to return to the Work Order Header Screen (p. 3-11).
F13-F20 =To Chg	Press the F13-F20 =TO CHG key that corresponds to the reference number of the item that you want to maintain. After you press the applicable function key, the selected item will display on the Work Order Maintenance Entry 2 Screen (p. 3-70) or the Work Order Maintenance Entry 3 Screen (p. 3-76), depending on whether that item is a co-product or component item. You can then make the required changes to the item. To change the item, manipulate the data as desired and press ENTER to confirm the modifications or F12=RETURN to ignore the changes.
F21=BOM Inq	Press the F21=BOM INQ key to access the Bill of Material Inquiry Screen. Refer to the Bill of Material User Guide for more information about this screen.
F22=Itm Inq	Press the F22=ITM INQ key to access the Item Inquiry Screen. Refer to Item Inquiry (MENU IAMAIN) in the Inventory Accounting User Guide for details about this screen.

Work Order Maintenance Entry 1 Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE key only displayed when a line is selected for change. To delete an item, select the desired item as if you were selecting it for change. Press F24=DELETE to delete the item. You must press F24 a second time to confirm the deletion.
Enter	Press ENTER to confirm your selections. The Work Order Maintenance Entry 2 Screen (p. 3-70) or Work Order Maintenance Entry 3 Screen (p. 3-76) will display, depending on whether the item is a co-product or component item.

Work Order Special Charges Screen



This screen appears after you press F4=CHARGES on the Work Order Maintenance Entry 1 Screen (p. 3-24). Use this screen to enter the appropriate special charges for the work order being processed.

All Order Entry order type charges are available for Value Added Services through this screen.

Work Order Special Charges Screen Fields and Function Keys

Field/Function Key	Description
(Company/Work Order Number)	This field displays the company number and the work order number of the order being processed. Display
Parent Item	This field displays the parent item for this work order. Display
Quantity/UM	This field displays the total quantity and unit of measure for the parent item for this work order. Display
Rev. Level	This field displays the revision level, if applicable, of the bill of material for this work order. Display
Effective Date	This field displays the latest effective date, if applicable, of the bill of material for this work order. Display

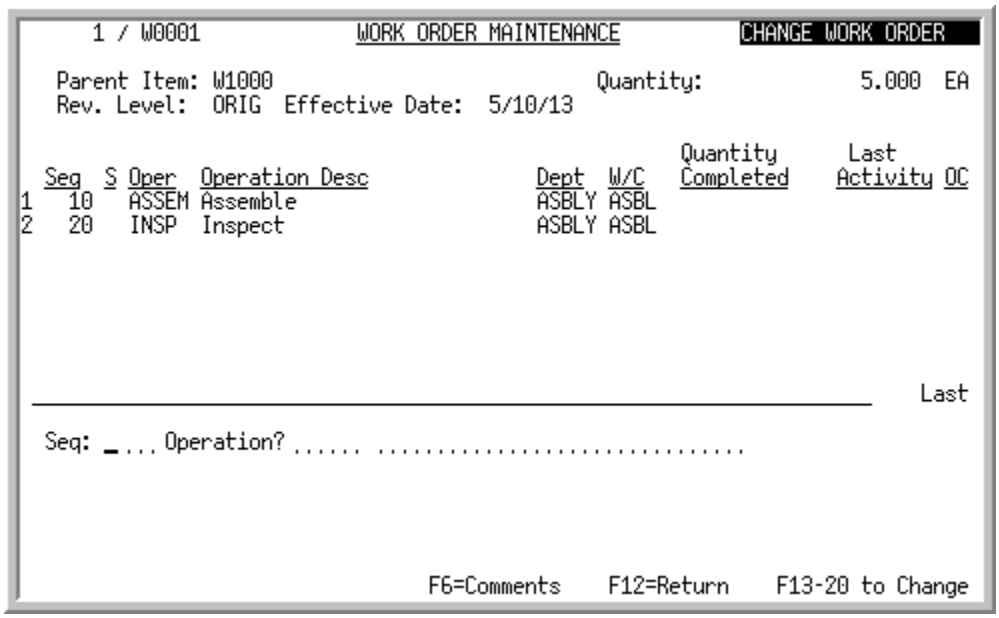
Work Order Special Charges Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field displays the company and customer number that the bill of material for this work order was copied from. This field displays only if this bill of material was copied from an existing bill. Display
(Mode)	This field identifies the function you are performing. One of the following functions displays: • **Enter New Work Order** (Function = A) • **Change Work Order** (Function = C) • **Delete Work Order** (Function = D) • **Pick Confirm Work Order** (Function = P) • **Enter Planned Work Order** (Function = P and a Planned order) Display
R	This field displays the reference number of the special charge displayed on this screen. See F13-F20=To Change to maintain a special charge on this screen corresponding to this reference number. Display
T	This field displays the order charge code for this special charge. Special charges enable you to record non-product charges (such as freight, handling charges, etc.). Display
Charge Description	This field displays the description of the charge code displayed on this screen, as defined through Special Charge Definitions Maintenance (MENU OEFILE). Display
Amount	This field displays the total amount of the special charge. Display
Charge Cd	Use this field to enter a valid special charge you want to assign to this work order. Key the appropriate order level charge code. *Valid Values:* A valid order level special charge code entered in Special Charge Definitions Maintenance (MENU OEFILE). Valid codes are 1 through 9 or A through Z (I and O are intentionally excluded since they can be misinterpreted as numbers). In the actual files, order charges begin with the character / and line charges begin with the character &. (A 1) Required

Work Order Special Charges Screen Fields and Function Keys

Field/Function Key	Description
Charge Amount	Use this field to enter the total amount of the special charge you are assigning to this work order. Key the appropriate charge amount. This field cannot be zero. (N 13,2) Required
Charge Description	After you enter a code in the **Charge Cd** field and an amount in the **Charge Amount** field and press ENTER, this field displays the description of the charge code you entered. You can alter this description. Key the new charge description, or accept the default. *Default Value:* The special charge description defined for the code you entered in the **Charge Cd** field. (A 62) Optional
F12=Return	Press the F12=RETURN key to return to the Work Order Maintenance Entry 1 Screen (p. 3-24). If you are maintaining an existing special charge via the F13-F20=TO CHANGE function keys, press the F12=RETURN key to refresh the screen to its original display.
F13-F20=To Change	Press the F13-F20=TO CHANGE key that corresponds to the reference number of the special charge that you want to maintain. After you press the applicable function key, the selected special charge will display on this screen. You can then make the required changes to the selected special charge. To change the special charge, manipulate the data as desired and press ENTER to confirm the modifications or press F12=RETURN to ignore the changes.
F24=Delete	This function key appears only after you select to maintain a special charge via the F13-F20=TO CHANGE function keys. Press the F24=DELETE key to delete the selected special charge. You must press F24=DELETE again to confirm deletion. The screen will be refreshed to its original display and the special charge will no longer exist.
Enter	Press ENTER to confirm your selections. The special charge you selected to assign to this work order will be displayed on the top portion of this screen.

Work Order Routing Maintenance Screen



This screen appears after you press F9=ROUTING on the Work Order Maintenance Entry 1 Screen (p. 3-24). Use this screen to create and/or maintain the routing sequences and operations for the work order being created/maintained. This information applies to the parent item for the entire work order.

Work Order Routing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Company/Work Order Number):	This field displays the company number and the work order number of the order being processed. Display.
Parent Item	This field displays the parent item for this work order. Display.
Quantity/UM	This field displays the total quantity and unit of measure for the parent item for this work order. Display.
Rev. Level	This field displays the revision level, if applicable, of the bill of material for this work order. Display.
Effective Date	This field displays the latest effective date, if applicable, of the bill of material for this work order Display.

Work Order Routing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Order Type)	This field identifies the function you are performing. One of the following functions displays: • **Enter New Work Order** (Function = A) • **Change Work Order** (Function = C) • **Delete Work Order** (Function = D) • **Pick Confirm Work Order** (Function = P) • **Enter Planned Work Order** (Function = P and a Planned order) Display
(Reference Number)	This field displays the reference number associated with the corresponding routing sequence. See F13-F20=To Change to maintain an existing routing sequence corresponding to this reference number. Display
Seq	This field displays the routing sequence number associated with the corresponding operation. Existing and newly entered routing sequences are displayed in descending order on this screen by this routing sequence code. This field displays in reverse-image if an error exists for this outside service routing step. If this routing step contains an error, the **O/S Info** field on the Work Order Summary Information End Order Screen (p. 3-61) will display ***MISSING**. Also, if this field is highlighted, one or more of the following conditions/errors exist and need to be corrected before the work order can be processed: • The routing type is "S," and there is no associated PO number. • The PO number on the screen is not valid. • There is no vendor number associated with the PO number. • The vendor number associated with the PO number is the same vendor as the outside service vendor in Work Order Options Maintenance (MENU WOFILE). The outside service vendor number is a temporary vendor number to be used while you determine what actual vendor will complete the tasks. • There are no outside service items selected to be sent out for service. Display
S	This field indicates if this routing sequence is active or suspended. An **S** displays in this field if this routing sequence is suspended. If this field is blank, this routing sequence is active. Display

Work Order Routing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Oper	This field displays the operation code used to describe the particular process or customization that occurs at this step in the routing sequence. Operation codes are defined through Operations Maintenance (MENU WOFILE). Display
Operation Desc	This field displays the description associated with the operation code in the **Oper** field. This description is for the particular operation to be performed at this step in the routing sequence. Display
Dept	This field displays the warehouse department where the particular operation is to be performed within the routing for the selected item. Display
W/C	This field displays the work center where the particular operation is to be performed within the departmental routing for the selected item. Display
Quantity Completed	This field displays the total quantity completed to date of this item within this routing sequence for this work order. Display
Last Activity	This field displays the date of last activity performed within this routing sequence for this work order. Display
OC	This field identifies if this operation is an outside service shipment or receipt. **S** displays in the first position of this field if this operation represents a shipment to an outside vendor. **R** displays in the first position this field if this operation represents a receipt from an outside vendor. **Y** displays in the second position in this field if comments exist for this routing sequence. This field is blank if this operation is performed in-house and no special processing is used for shipping or receiving items to/from a service vendor. NOTE: If you define a routing sequence as an outside service shipment, you must also enter a routing sequence with a corresponding outside service receipt. To do this, key **R** in the **O/S Shpmt/Rcpt** field on the Work Order Routing Maintenance Screen (p. 3-34). An error message displays upon exiting this screen if you create an outside service shipment without a corresponding receipt. Display

Work Order Routing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Seq	Use this field to add a new routing sequence. The sequence number that you key reflects the order in which the operation (steps) that you are adding will be implemented to finish a product. Key the desired sequence number to be associated with a particular operation. *Valid Values:* A routing sequence number that does not currently exist on this screen. (N 4,0) Required
Operation	This field reflects the operation code that describes the particular process or customization that will occur in this routing process in the sequence selected in the **Seq** field e.g., paint, stamp, stain, and so on. Key the desired operation code, and press ENTER. NOTE: After you key a code in this field, the description of the operation code displays to the right. Refer to the **Operation Description** field on the Work Order Routing Maintenance Entry Screen (p. 3-42) for details. *Valid Values:* Any valid operation code defined through Operations Maintenance (MENU WOFILE). (A 5) Required
F6=Comments	Press the F6=COMMENTS key to enter/review general comments associated with the work order. The General Routing Comments Screen (p. 3-39) appears.
F12=Return	Press the F12=RETURN key to return to the Work Order Maintenance Entry 1 Screen (p. 3-24) without selecting a routing sequence.
F13-F20=To Change	Press the F13-F20=TO CHANGE key that corresponds to the reference number of the routing sequence that you want to change or delete. NOTE: You cannot update production activity for routing sequences that are currently being updated at another workstation. If you try to select a routing sequence that is being used at another workstation, a message will display at the bottom of the screen indicating which workstation is currently updating that routing sequence. After you press the applicable function key, the selected operation will display on the Work Order Routing Maintenance Entry Screen (p. 3-42). You can then make the required changes to the operation or delete the operation. To change the operation, manipulate the data as desired and press ENTER to confirm the modifications or F12 =RETURN to ignore the changes.

Work Order Routing Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after keying a sequence number in the **Seq** field and an associated operation in the **Operation** field to define a particular process. The Work Order Routing Maintenance Entry Screen (p. 3-42) appears, where you can set up additional information to define the operation to be performed in the routing process. Once you define information on that screen, you will be returned to this screen and the operation that you added will be displayed in the middle portion of this screen.

General Routing Comments Screen

```
     1 / W0001              WORK ORDER MAINTENANCE
                          General Routing Comments
  Parent Item: W1000                          Quantity:          5.000  EA
  Rev. Level:  ORIG  Effective Date:  5/10/13


Print Comments/Instructions                                        Line
     ..............................................................  1
     ..............................................................  2
     ..............................................................  3
     ..............................................................  4
     ..............................................................  5
     ..............................................................  6
     ..............................................................  7
     ..............................................................  8
     ..............................................................  9
     ..............................................................  10
     ..............................................................  11
     ..............................................................  12 More...
   ____________________________________________________________________

   Ins/Del: .. Line: .... (F5)
                F2=Change Print Codes   F5=Ins/Del   F10=Update    F12=Return
```

Routing Comments Screen

```
     1 / W0001              WORK ORDER MAINTENANCE
                              Routing Comments
  Parent Item: W1000                          Quantity:          5.000  EA
  Rev. Level:  ORIG  Effective Date:  5/10/13
  Operation:   INSP  Inspect


Print Comments/Instructions                                        Line
     Include inspection stickers on each part - required for the...  1
     customer order...............................................  2
     ..............................................................  3
     ..............................................................  4
     ..............................................................  5
     ..............................................................  6
     ..............................................................  7
     ..............................................................  8
     ..............................................................  9
     ..............................................................  10
     ..............................................................  11
     ..............................................................  12 More...
   ____________________________________________________________________

   Ins/Del: .. Line: .... (F5)
                F2=Change Print Codes   F5=Ins/Del   F10=Update    F12=Return
```

The General Routing Comments Screen appears after you press F6=COMMENTS on the Work Order Routing Maintenance Screen (p. 3-34). Use this screen to enter/review general routing comments that apply to all of the routing sequences for the work order being processed. You may enter up to 998 lines of free form comments.

Use the F2=CHANGE PRINT CODES / F2=CHANGE CMT TEXT function key to key a 1-character print code in the **Print** field, or comment text in the **Comments/Instructions** field.

The Routing Comments Screen appears after you press F6=COMMENTS on the Work Order Routing Maintenance Entry Screen (p. 3-42). Use this screen to enter or review specific routing comments for this individual routing sequence.

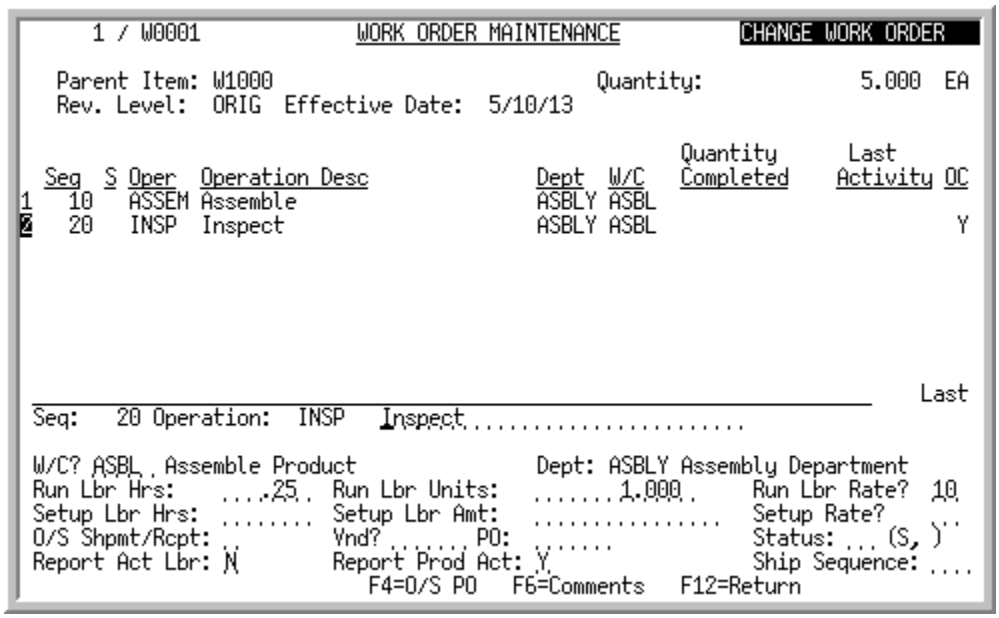
General Routing Comments Screen Fields and Function Keys

Field/Function Key	Description
Print	You may access this field via the F2=CHANGE PRINT CODES function key. This field represents the print code, if applicable, to be assigned to each line of comment text. Key X if you do not want the associated comment text to print on the Work Order Traveler, Outside Service Purchase Order, or Outside Service Receiving List. Key T if you want the associated comment text to print on the Work Order Traveler document only. Key P if you want the associated comment text to print on the Outside Service Purchase Order only. Key R if you want the associated comment text to print on the Outside Service Receiving List only. Leave this field blank if you want the associated comment text to print on the Work Order Traveler, Outside Service Purchase Order, or Outside Service Receiving List. *Valid Values:* X, T, P, R or Blank (A 1) Optional
Comments/Instructions	Use this field to enter up to 998 lines of free form comments/instructions to be associated with the parent item or selected operation. To change comment text, press F2=CHANGE CMT TEXT function key. (998 @ A 62) Optional
Ins/Del	Use this field in conjunction with the **Line** field and F5=INS/DEL to either insert a new line or to delete an existing line. Key I to insert a line. Key D to delete a line. (A 1) Optional
Line	Use this field in conjunction with the **Ins/Del** field and F5=INS/DEL to select a line you either wish to insert a line after or delete. Key the line number of the line you wish to insert a new line after or you wish to delete. (N 2,0) Optional

General Routing Comments Screen Fields and Function Keys

Field/Function Key	Description
F2=Change Print Codes / F2=Change Cmt Text	If you accessed this screen from the Routing Display Screen (p. 10-33) this function key does not appear. This function key acts as a 2-way toggle allowing you to add or change print codes displayed in the **Print** field, or add or change comment text displayed in the **Comments/Instructions** field.
F5=Ins/Del	Use the F5=INS/DEL function key in conjunction with the **Ins/Del** field and the **Line** field in order to either insert a new line or to delete an existing line.
F10=Update	If you accessed this screen from the Routing Display Screen (p. 10-33) the F10=UPDATE function key does not appear. Press the F10=UPDATE key to update the routing comment data keyed on this screen and return to either the Work Order Routing Maintenance Screen (p. 3-34) or Work Order Routing Maintenance Entry Screen (p. 3-42), depending on where you accessed this screen from.
F12=Return	Press the F12=RETURN key to return to either the Work Order Routing Maintenance Screen (p. 3-34) or Work Order Routing Maintenance Entry Screen (p. 3-42) without updating this screen.

Work Order Routing Maintenance Entry Screen



This screen appears after you key a sequence number in the **Seq** field and an associated operation in the **Operation** field, and then press ENTER on the Work Order Routing Maintenance Screen (p. 3-34). Use this screen to enter or change the operation and activity information for this step in the routing sequences. Once you enter information for this routing sequence on this screen, you will be returned to the Work Order Routing Maintenance Screen (p. 3-34) and the operation and activity information that you entered will display in the middle portion of that screen.

Work Order Routing Maintenance Entry Screen Fields and Function Keys

Field/Function Key	Description
Seq	This field displays the sequence number you selected to add or change on the Work Order Routing Maintenance Screen (p. 3-34).The operation and activity information on this screen will be associated with this routing sequence. Display
Operation	This field displays the operation you selected to add on the Work Order Routing Maintenance Screen (p. 3-34). The operation and activity information on this screen will be associated with this operation. Display

Work Order Routing Maintenance Entry Screen Fields and Function Keys

Field/Function Key	Description
(Operation Description)	This field displays the description of the operation you selected on the Work Order Routing Maintenance Screen (p. 3-34). If desired, you may override the operation code's description. This does not override the description originally defined for the code through Operations Maintenance (MENU WOFILE). Key the operation description for this work order. (A 30) Optional
W/C	Use this field to select the work center where the particular operation is to be performed within the routing sequence for the selected item. Key the work center code. *Valid Values:* A valid work center defined through Work center Maintenance (MENU WOFILE). (A 5) Required
Dept	This field displays the department code and description associated with the corresponding work center displayed in the **W/C** field. This reflects the department where a particular operation is to be performed within the routing for the selected item. *Default Value:* The department defined through Work Center Maintenance (MENU WOFILE) for the selected work center Display
Run Lbr Hrs	This field reflects the number of hours required to produce the number of units entered in the **Run Lbr Units** field. Key the appropriate run labor hours. NOTE: This field is optional. However, if you enter a value in the **Run Lbr Units** field, this field becomes required. (N 5,2) Optional/Required
Run Lbr Units	This field reflects the number of units produced in the number of hours entered in the **Run Lbr Hrs** field. Key the appropriate run labor units. NOTE: This field is optional. However, if you enter a value in the **Run Lbr Hrs** field, this field becomes required. (A 15) Optional/Required

Work Order Routing Maintenance Entry Screen Fields and Function Keys

Field/Function Key	Description
Run Lbr Rate	This field reflects the rate code associated with the labor (activity) in the **Run Lbr Hrs** field to complete the parent item. Key the appropriate labor rate. *Valid Values:* A valid rate code defined through Labor Rates Maintenance (MENU WOFILE). NOTE: This field is optional. However, if you enter a value in the **Run Lbr Hrs** field, this field becomes required. (A 2) Optional/Required
Setup Time	This field reflects the amount of time required to set up the necessary equipment or tooling before the operation can be run. This is the time specifically for setup, it does not reflect the overall labor to create the parent. Key the setup labor hours. This field (or the **Setup Lbr Amt** field if you key a value in that field instead of this one) is used to calculate the setup cost for a parent manufactured item. Labor costs can be optionally used to calculate the cost of the parent manufactured item, calculated when the item is received into stock. NOTE: This field is optional. However, if you key a value in the **Setup Rate** field, this field becomes required. Also, if you select to key a value in this field and the **Setup Rate** field, the **Setup Lbr Amt** field must be left blank. If you instead select to enter a value in the **Setup Lbr Amt** field for setup costs, this field must be left blank. (N 5,2) Optional/Required/Blank
Setup Lbr Amt	This field represents the fixed setup cost that is required for this parent manufactured item. You can use this field in place of the **Setup Lbr Hrs** and **Setup Rate** fields to calculate the setup cost for a parent manufactured item. Key the dollar amount required to set up this parent manufactured item. This amount is optionally used to calculate the total cost of the parent manufactured item. The total cost of the manufactured item is calculated when the item is received into stock. NOTE: This field is optional. However, if you keyed a value in the **Setup Lbr Hrs** field and the **Setup Rate** field for setup costs, this field must be left blank. (N 13,2) Optional/Blank

Work Order Routing Maintenance Entry Screen Fields and Function Keys

Field/Function Key	Description
Setup Rate	This field reflects the rate code associated with the labor (activity) to complete the parent item. Rate codes are assigned an hourly rate, which is used with the **Setup Lbr Hrs** to calculate the labor costs for this item. Key the desired rate code. *Valid Values:* A valid rate code defined through Labor Rates Maintenance (MENU WOFILE). NOTE: This field is optional. However, if you keyed a value in the **Setup Lbr Hrs** field above, this field becomes required. Also, if you select to key a value in this field and the **Setup Lbr Hrs** field, the **Setup Lbr Amt** field must be left blank. If you instead select to enter a value in the **Setup Lbr Amt** field for setup costs, this field must be left blank. (A 2) Optional/Required/Blank
O/S Shp/Rct	This field represents the manufacturing operation that will occur in the routing process. Key S if this operation represents a shipment to an outside vendor. If you key S, some or all the following functionality will be required when shipping items to an outside service function (Distribution A+ will provide for this additional functionality at various points in the work order processing cycle): • The ability to create a PO for an outside service, and to link the PO to a work order • The ability to use a PO to track a service charge and charge basis code for vendor services provided • The ability to indicate which items and quantities on the work order are to be shipped to the vendor • The ability to print one or more O/S PO's to be used by warehouse personnel to actually ship the needed items to the vendor • The ability to confirm that the requested items have been shipped to the vendor (activity reporting) Key R if this operation represents a receipt from an outside vendor. If you key R, the following functionality will be required when receiving items from an outside service vendor: • The ability to print a Receiving List for the expected receipts from the vendor • The ability to confirm the receipt of items from the vendor (activity reporting)

Work Order Routing Maintenance Entry Screen Fields and Function Keys

Field/Function Key	Description
O/S Shp/Rct continued...	NOTE: Outside shipment and receiving activity reporting are different from order shipments and PO and IA receiving transactions. Shipment to an outside service vendor is not a sale, since revenue is not being generated and inventory is not being reduced. Inventory that is already owned is simply being "moved" to another location, but the inventory remains in your warehouse. The on-hand quantity therefore remains the same, as well as the Inventory Asset Account in General Ledger. Likewise, a receipt simply moves inventory back to your warehouse and acknowledges that the vendor performed some work. It does not increase your on-hand quantity since it was never decreased on the shipment. Leave this field blank if this operation is performed in-house and no special processing is used for shipping or receiving items to/from a service vendor. *Default Value:* The default value you selected in Operations Maintenance (MENU WOFILE). *Valid Values:* S, R, or blank. (A 1) Optional/Blank
Vnd	If this routing sequence is an outside service shipment, use this field to enter the outside service vendor you wish to use for this shipment. Key the appropriate vendor number. *Valid Values:* A vendor defined in Vendors Maintenance (MENU POFILE) and designated as your work order vendor. (A 6) Optional
PO	If this routing sequence is an outside service shipment, use this field to assign the purchase order number you wish to use for this outside service shipment. If the PO has already been assigned, it will display here and you will not be allowed to change it. If you leave this field blank, it will be assigned for you automatically when you press F4=O/S PO. Auto Assigned O/S POs begin with the letter M (for mfg. PO). Key the appropriate purchase order number or leave this field blank. (A 6) Optional

Work Order Routing Maintenance Entry Screen Fields and Function Keys

Field/Function Key	Description
Status	This field reflects the status of the routing sequence (if this routing sequence process is active or suspended). This is useful for alternate routing situations. This will allow you to modify only this particular routing sequence which is to be associated with this work order. Leave this field blank if this routing process is active. Active routing processes will display when creating a work order as well as appear in inquiries and print on applicable Value Added Services reports. Key S if this routing process is suspended. Suspended routing process will display when creating a work order but will not appear in inquiries nor print on applicable Value Added Services reports. (A 1) Optional/Blank
Report Act Lbr	Use this field to indicate if you want to report actual labor for this routing sequence. Key Y if you will be reporting actual labor for this routing sequence. If you key Y, you will be required to enter various labor information when reporting production activity (the **Rpt Prod Act** field must be Y if this field is Y). This information could be used when calculating work order costs, if your work order tailoring options are set accordingly. Key N if you do not want to report actual labor for this routing sequence. You will not be required to key labor information during activity maintenance. *Default Value:* The default value of Y or N you selected in Operations Maintenance (MENU WOFILE). *Valid Values:* Y or N (A 1) Optional
Rpt Prod Act	Use this field to indicate if you will be maintaining production activity for this routing sequence. Key Y if you will be maintaining production activity for this routing sequence. If you key Y, you will be required to report such information as date, time, quantity completed and quantity scrapped during activity maintenance. NOTE: This field must be Y if **O/S Shpmt/Rcpt** is S or R. Key N if you do not want to maintain production activity for this routing sequence. You will not be required to key production activity information in Value Added Services. *Default Value:* The default value of Y or N you selected in Operations Maintenance (MENU WOFILE). *Valid Values:* Y or N (A 1) Required

Work Order Routing Maintenance Entry Screen Fields and Function Keys

Field/Function Key	Description
Shp Sq	Use this field to provide a link between the outside service shipment routing sequence and its corresponding outside service receipt routing sequence. This will ensure that duplicate receipts for a singular shipment do not exist. Key the ship sequence for this receipt. NOTE: You will receive an error message if an outside service shipment does not have a corresponding outside service receipt. *Valid Values:* A valid routing sequence associated with an outside service shipment. NOTE: If the **O/S Shpmt/Rcpt** field on this screen is R, for an outside service receipt, you must key a ship sequence in this field. This ship sequence number should be the same sequence number as this outside service receipt's corresponding outside service shipment's routing sequence number. This field must be blank for routings that are designated as outside service shipments, or if the routing operation is performed in-house with no special processing performed. That is, the **O/S Shpmt/Rcpt** field is either S or blank. (N 4,0) Required/Blank
F4=O/S PO	This function key is valid for outside service shipment routings only. That is, S displays in the **O/S Shpmt/Rcpt** field indicating that the operation represents a shipment to an outside vendor. Press the F4=O/S PO key to create/review outside service PO information. The Outside Service PO Information Header Screen (p. 3-50) will appear.
F6=Comments	Press the F6=COMMENTS key to enter/review comments associated with the particular routing sequence you are maintaining. The Routing Comments Screen (p. 3-39) will appear.
F12=Return	Press the F12=RETURN key without updating this screen to return to the Work Order Routing Maintenance Screen (p. 3-34).
F24=Delete	The F24=DELETE function key displays only if you are changing an existing operation, as selected with the F13-F20=TO CHANGE function keys on the Work Order Routing Maintenance Screen (p. 3-34). You cannot delete POs that have already had receipts posted against them. Press the F24=DELETE key to delete the selected operation. You must press F24=DELETE again to confirm deletion. The Work Order Routing Maintenance Screen (p. 3-34) appears and the operation will be deleted from the list of operations on the screen. Routing specific comments associated with the particular routing sequence will be deleted along with the operation. General comments, however, will not be deleted.

Work Order Routing Maintenance Entry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections. The Work Order Routing Maintenance Screen (p. 3-34) appears and the operation that you added will be displayed in the middle portion of that screen.

Outside Service PO Information Header Screen

```
     1 / W0016          OUTSIDE SERVICE PO INFORMATION
 PO: M00003
 Parent Item: W1010                              Quantity:       3.000    EA
        Desc: Overhead Lens Unit
Vendor? 1100..  GREATER HARTFORD ELECTRIC.....
Addr1:  2500 Washington Street........ Contact:      Karen Sylvia
Addr2:  ............................... Phone:        203-652-1100
Addr3:  ...............................                          Ext.: 0000
Addr4:  ...............................
City:   Hartford............       St/Prov?  CT..............................
Cntry?  USA                        Zip/Pstl: 06121.....
Rtn Ship: ..1
Vendor? .......  A & C Office Supply...........
Addr1:  876 Centerville Road..........
Addr2:  ...............................
Addr3:  ...............................
Addr4:  ...............................
City:   Hartford............       St/Prov?  CT..............................
Cntry?  USA                        Zip/Pstl: 06806-8765
Order Date: 100815  Ship Via: ...................... FOB: ......................
Due Date:   100815  Terms:    NET 30..............       Sales Tax %: .......
Confirming: N (Y/N) Quote No: ................     Buyer? 101 Dsc Pct: ......%

                           F5=Items                 F12=Return   F24=Delete
```

This screen appears after you press F4=O/S PO on the Work Order Routing Maintenance Entry Screen (p. 3-42), if you selected an operation that represents a shipment to an outside vendor. Use this screen to define outside service PO header information for the routing sequence you selected. This information is used for all components sent to a vendor for outside assembly or production.

NOTE: Information (for example, FOB and terms) that you have setup in the Vendor Master File for the vendor you key on this screen defaults in the appropriate fields on this screen after you key the vendor and press ENTER. You can override the information. If you selected the vendor on the previous screen, this information will display on this screen.

Outside Service PO Information Header Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order Number)	This field displays the company number and the work order number of the order being processed. Display
PO	This field displays the purchase order number associated with the outside service being performed for this item on the work order. Display
Contact	This field displays the contact person for this vendor. Display

Outside Service PO Information Header Screen Fields and Function Keys

Field/Function Key	Description
Phone	This field displays the phone number of the contact person. Display
Parent Item	This field displays the parent item number for which outside service is being performed. Display
Desc	This field displays the description of the parent item. Display
Quantity/UM	This field displays the quantity ordered of the parent item and its associated unit of measure. Display
(Send to) Vendor	Key the number of the vendor to which you will send the outside service shipment. If you are unsure of the vendor number, key ? and press ENTER to activate the Vendor Search feature, which is explained in the Cross Applications User Guide. When this value is blank or left as the default outside service vendor, the **Sequence Number** field for this routing step will display in reverse image on the Work Order Routing Maintenance Screen (p. 3-34). *Default Value:* The Default O/S Vendor Number specified for the system through Work Order Options Maintenance (MENU WOFILE). *Valid Values:* A vendor defined through Vendors Maintenance (MENU POFILE). (A 6) Required
(Send to) Addr 1 - 4	You can use the **Addr 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Use these fields to specify the address of the vendor to which you will send the outside service shipment. Key the vendor's street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. (4 @ A 30) Optional
(Send to) City	Key the city in which the **(Send to) Vendor** is located. (A 20) Optional
(Send to) St/Prov	Key the state or province in which the **(Send to) Vendor** is located. *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional

Outside Service PO Information Header Screen Fields and Function Keys

Field/Function Key	Description
(Send to) Cntry	Key the country in which the **(Send to) Vendor** is located. *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
Zip/Pstl	Key the zip or postal code for the **(Send to) Vendor**. (A 10) Optional
Rtn Ship	Use either this field or the **(Return to) Vendor** field to specify the location to which the outside service shipment will be returned upon completion. If the outside service shipment is being returned to a warehouse for which you have defined a ship-to address, key the ship-to number here. Otherwise, use the **(Return to) Vendor** field to specify the location. *Valid Values:* A ship-to number defined through Enter or Change Requisitions (MENU POMAIN). (N 3,0) Optional
(Return to) Vendor	Use either this field or the **Rtn Ship** field to specify the location to which the outside service shipment will be returned upon completion. Key the vendor number. If you are unsure of the vendor number, key ? and press ENTER to activate the Vendor Search feature, which is explained in the Appendix section of the Cross Applications User Guide. *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE). (A 6) Optional
(Return to) Addr 1 - 4	You can use the **Addr 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Use these fields to specify the address of the vendor to which the outside service shipment will be returned upon completion. Key the vendor's street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. (4 @ A 30) Optional
(Return to) City	Key the city in which the **(Return to) Vendor** is located. (A 20) Optional
(Return to) St/Prov	Key the state or province in which the **(Return to) Vendor** is located. *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional

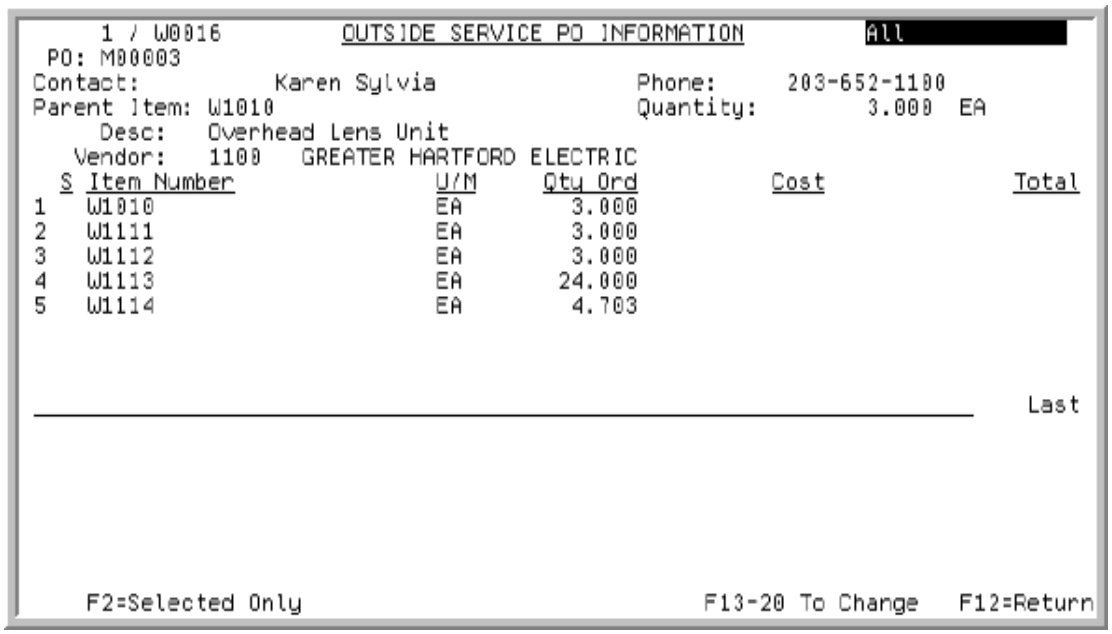
Outside Service PO Information Header Screen Fields and Function Keys

Field/Function Key	Description
(Return to) Cntry	Key the country in which the **(Return to) Vendor** is located. *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional
(Return to) Zip/Pstl	Key the zip or postal code for the **(Return to) Vendor**. (A 10) Optional
Order Date	This field represents the date that the purchase order for this outside service shipment is created. Key the order date, or accept the default. *Default Value:* The current system date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
Ship Via	Use this field to enter the standard shipping instructions of the Purchase Order for this outside service shipment. Key the shipping instructions for this purchase order. (A 20) Optional
FOB	Use this field to enter the standard freight terms for this outside service vendor. Key the freight terms for this vendor. (A 20) Optional
Due Date	This field represents the date by which the items for this outside service shipment should be received. This date will print on the purchase order. Key the date that this outside service shipment should be received back from the outside service vendor. *Default Value:* The current system date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
Terms	Use this field to enter the outside service vendor's payment terms for this outside service shipment, which are printed on the Purchase Order. Key the payment terms for this outside service shipment. (A 20) Optional

Outside Service PO Information Header Screen Fields and Function Keys

Field/Function Key	Description
Sales Tax %	This field represents the sales tax percentage that is applied to all taxable items on this outside service shipment. Key the appropriate sales tax percentage. (N 5,3) Optional
Confirming	Use this field to indicate if the purchase order for this outside service shipment will be a confirming purchase order. A confirming purchase order is used to confirm a prior verbal purchase order. Key Y if this is a confirming purchase order. A message will print on the Purchase Order for this outside service shipment indicating confirmation of a prior purchase order. Key N if this is not a confirming purchase order. *Default Value:* N (A 1) Required
Quote No	Use this field to enter a quotation number for this outside service shipment. (A 15) Optional
Buyer	Use this field to enter the code of the buyer who primarily deals with this vendor and is responsible for this outside service shipment. Key the buyer code for this outside service shipment. *Valid Values:* A valid buyer defined through Buyers Maintenance (MENU POFILE). (A 3) Optional
Dsc Pct	Use this field to enter the discount percentage that will be used as the default discount amount applied for this outside service shipment. Key the discount percentage for this outside service shipment. (N 5,3) Optional
F5=Items	After you enter required information on this screen, press the F5=ITEMS key to display the Outside Service PO Information Selection Screen (p. 3-55), where you may select any item on the work order that you want to assign or delete as an outside service shipment.
F12=Return	Press the F12=RETURN key without updating this screen to return to the Work Order Routing Maintenance Screen (p. 3-34).
F24=Delete	Press the F24=DELETE key to delete the selected outside service PO information. You will be required to press this key again to confirm deletion. The Work Order Routing Maintenance Screen (p. 3-34) will display and the outside service PO information will be deleted.
Enter	Press ENTER twice to confirm your outside service header information. The Work Order Routing Maintenance Screen (p. 3-34) will appear.

Outside Service PO Information Selection Screen



This screen appears after you press F5=ITEMS on the Outside Service PO Information Header Screen (p. 3-50). Use this screen to select an item on the work order that you want to assign or delete as an outside service shipment. You can also use this screen to perform maintenance for any item on the work order that is being processed.

Outside Service PO Information Selection Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order Number)	This field displays the company number and the work order number of the order being processed. Display
PO	This field displays the purchase order number associated with the outside service being performed for this item on the work order. Display
Contact	This field displays the contact person for this vendor. Display
Phone	This field displays the phone number of the contact person. Display
Parent Item	This field displays the parent item number for which outside service is being performed. Display

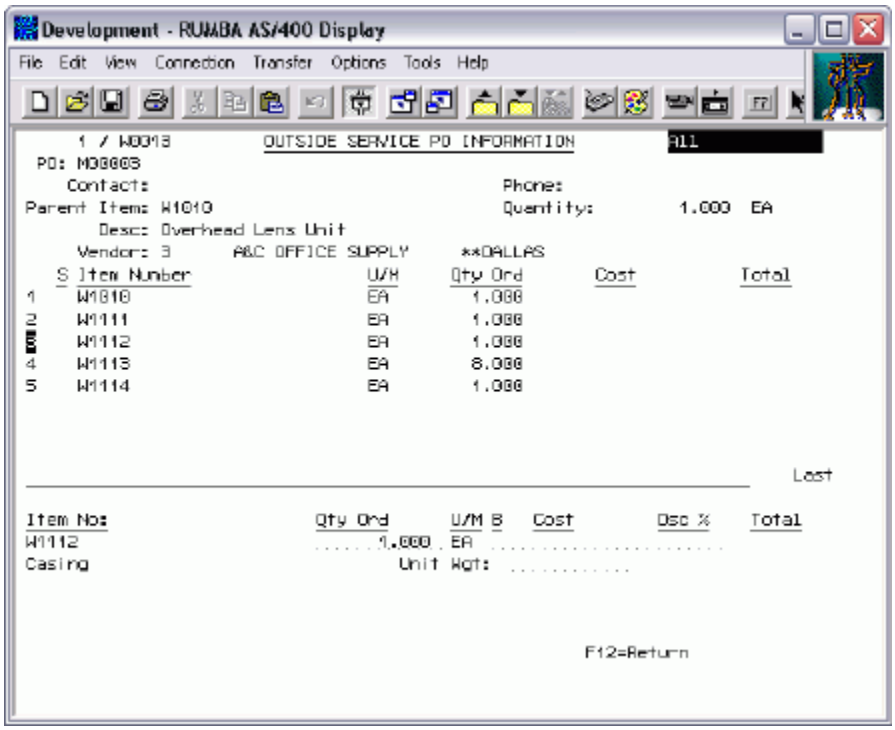
Outside Service PO Information Selection Screen Fields and Function Keys

Field/Function Key	Description
Quantity/UM	This field displays the quantity of the ordered parent item and its associated unit of measure. Display
Desc	This field displays the description of the parent item. Display
Vendor	This field displays the vendor for this PO. Display
All/Selected Only/ Unselected Only	This field indicates which items are currently displayed on this screen, as toggled with the F2=SELECTED ONLY / F2=UNSELECTED ONLY / F2=ALL function key. Display
(Reference Number)	This field displays the reference number associated with the corresponding item displayed on this screen. See F13-F20=TO CHANGE to maintain an existing item corresponding to this reference number. Display
S	This field indicates if this item is selected for shipment on this PO. S displays in this field if this item is selected as an outside service shipment. This field is blank if this item is not to be shipped to the vendor. Display
Item Number	This field displays the component item numbers assigned as an outside service shipment that are part of this work order. The item is either the parent, any co-product, or any component on the work order. Display
U/M	This field displays the stocking unit of measure of the item number for this work order. Display
Qty Ord	This field displays the total quantity ordered of this item for this work order. Display
Cost	This field displays the individual unit cost of this item for services to be performed by the outside service vendor. Display
Total	This field displays the extended cost of services to be performed for this item by this outside service vendor. Display

Outside Service PO Information Selection Screen Fields and Function Keys

Field/Function Key	Description
F2=Selected Only/ F2=Unselected Only/ F2=All	Press this toggle function key to display only items selected for outside service shipment, only items not selected for outside service shipment, or all items. The **All**/**Selected Only**/**Unselected Only** field in the top right portion of this screen will change accordingly.
F12=Return	Press this key to return to the Outside Service PO Information Header Screen (p. 3-50).
F13-F20=To Change	Press the key that corresponds to the reference number of the item that you want to maintain or designate as an outsider service shipment (you can also delete that item as an outside service shipment). After you press the applicable function key, the selected item will display on the Outside Service PO Information Maintenance Screen (p. 3-58). You can then make the required changes to the item or delete the item. To change the item, manipulate the data as desired and press ENTER to confirm the modifications or F12 to ignore the changes. To delete an item as an outside service shipment, select the desired item as if you were selecting it for change. Press F24 to delete the item as an outside service shipment. You must press F24 a second time to confirm the deletion. This item will no longer be selected on this outside service PO. NOTE: You cannot delete items that have already had outside service PO receipt posted against them or have production activity posted against them.

Outside Service PO Information Maintenance Screen



This screen appears after you select an item by using the F13-F20=TO CHANGE function key on the Outside Service PO Information Selection Screen (p. 3-55). Use this screen to maintain outside service information for the item you selected. You can also delete an existing item that is designated as an outside service shipment. This will change only that item's designation as an outside shipment for this work order and it will continue to display as an ordered item for the work order being maintained.

Outside Service PO Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Item No	This field displays the item number and its description for which you selected to maintain outside service information. Display
Qty Ord	Use this field to enter or update the quantity ordered of this item for the PO being processed. Key the appropriate quantity being sent to the vendor for processing. (N 8,3) Required
U/M	This field displays the stocking unit of measure of the item number. Display

Outside Service PO Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
B (Charge Code Basis)	Use this field to enter the charge basis for the cost of the item selected. This field is used to calculate the *Total Cost* field of the selected item for this work order. The following designations are to be used for this field: • U: This represents the cost calculated per unit. This will calculate the total cost by multiplying the *Cost* field by the *Qty Ord* field. • L: This represents the cost you enter in the *Cost* field on this screen, which would be the cost of the entire ordered quantity, or the entire lot, of this item for this work order. • W: This represents the cost by unit of weight. This will calculate the total cost by multiplying the *Cost* field by the *Unit Wgt* field. If you key W in this field, the item must be a catch-weight item. • Blank: This represents a zero cost assigned for the item ordered. This would be used in situations such as rework, where you want no costs associated with these items. Key the charge basis code you wish to assign to the selected item. *Default Value:* The charge basis, if you entered one, for this item in Bill of Material Maintenance (MENU WOFILE). *Valid Values:* U, L, W or blank NOTE: You must key a charge basis code in this field if you key a cost in the *Cost* field or a weight in the *Unit Wgt* field. (A 1) Required /Optional/Blank
Cost	Use this field to enter the per unit cost of the item selected. This field will be used in conjunction with the charge basis you enter in the *B* field on this screen. Key the cost you want to enter for the item selected. (N 15,5) Required
Dsc %	Use this field to enter the discount percentage you want to assign for this item. Key the appropriate discount percentage. (N 6,2) Optional
Total	This field displays the extended cost of the outside service charge for this item. This field is automatically calculated by Distribution A+ in conjunction with your charge basis\cost disc % and unit weight. Display

Outside Service PO Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Unit Wgt	Use this field to enter the unit weight of the selected item. This field will be used in conjunction with the charge basis you enter in the *B* field on this screen. Key the unit weight you wish to assign to this item for the work order being processed. (N 5,4) Required
F12=Return	Press this key to return to the Outside Service PO Information Selection Screen (p. 3-55), without updating this screen.
F24=Delete	Press this key to delete the selected item as an outside service shipment. You will be required to press this key again to confirm deletion. The Outside Service PO Information Selection Screen (p. 3-55) will appear and the item deleted from outside service shipment will display on that screen with the *S* field designated as blank.
Enter	Press this key to confirm your selections. You will be required to press this key again to confirm your selections. The Outside Service PO Information Selection Screen (p. 3-55) will appear with the changes you entered.

Work Order Summary Information End Order Screen

```
 1 / W0001            WORK ORDER SUMMARY INFORMATION      CHANGE WORK ORDER

Parent Item: W1000                        EA
Description: Overhead Projector

Rev. Level:  ORIG    Effective Date:  5/10/13

Parent Cst%: 100.000      Co-Prod Cst %:               Total %:  100.000

Qty to make:       5.000  Qty Completed:               Qty left:       5.000


             Components:          4
             Sp Charges:          1
             Routing Steps:       2      O/S Info:  *NONE
             O/S POs:

             Allocate Inv:   Y
             W/O Hold Code?  _.

             W/O Status:     Materials Short


    F5=Rls/Prt   F6=Cst Info                        F12=Return
```

This screen appears after you press F10 from the Work Order Header Screen (p. 3-11) or Work Order Maintenance Entry 1 Screen (p. 3-24). Use this screen to review summary information for the selected work order. In addition, you can put the work order on hold, if necessary (see *W/O Hold Code* field), release the work order being processed and optionally print the applicable documents (see F5), or access any cost information for the work order being processed (see F6).

Work Order Summary Information End Order Screen Fields and Function Keys

Field/Function Key	Description
(Work Order Header Information)	The following information displays in the upper portion of this screen: • *(Company/Work Order Number):* This field displays the company number and the work order number of the work order being processed. • *Parent Item:* This field displays the parent item and its unit of measure for this work order. • *Description:* This field displays the description of the parent item for this work order. • *Rev. Level:* This field displays the revision level, if applicable, of the bill of material for this work order. • *Effective Date:* This field displays the latest effective date, if applicable, of the bill of material for this work order. • *Parent Cst %:* This field represents the parent cost percentage assigned to the parent item for this work order. This is the percentage of the total work order cost (components, labor, outside service, special charges, and overhead) assigned to the parent item. • *Co-Prod Cst %:* This field represents the co-product cost percentage assigned to the co-product for this work order. This is the percentage of the total cost of the work order assigned to the selected co-product. • *Total %:* This field represents the total cost percentage of this work order. This is the sum of the parent cost and co-product cost. The work order total percentage must be 100% in order to be complete. Display
(Quantity Fields)	The following quantity information displays in the center portion of this screen: • *Qty to make:* This field displays the total quantity to make of the parent item for this work order. • *Qty Completed*: This field displays the total current quantity completed of the parent item for this work order. • *Qty left:* This field displays the total current quantity of the parent item for this work order that still must be made. Display
Co-products	This field displays the total number of co-products that are produced from this parent item for this work order. Display
Components	This field displays the total number of component items required to make this parent item for this work order. Display

Work Order Summary Information End Order Screen Fields and Function Keys

Field/Function Key	Description
Sp Charges	This field displays the total number of special charges associated with the parent item for this work order. Display
Routing Steps	This field displays the total number of routing steps assigned to the parent item for this work order. Display
O/S POs	This field displays the total number of outside service purchase orders associated with the parent item for this work order. Display
Allocate Inv	This field indicates if inventory will or will not be immediately allocated for this work order. The value shown in this field is from the Work Order Header Screen (p. 3-11). Y displays in this field if inventory will be immediately allocated for this work order. N displays in this field if the order is a planned order and inventory will not immediately be allocated. Planned orders can be converted to regular orders through Allocate Planned Orders (MENU WOMAIN).
W/O Hold Code	Use this field if you want to put this work order on hold, or if you want to release this work order if it has previously been put on hold. Key the work order hold code you want to assign to this work order. If this work order has previously been put on hold and you want to remove the hold, clear this field and press ENTER. *Valid Values:* A hold code defined through Work Order Hold Codes Maintenance (MENU WOFILE). (A 2) Optional

Work Order Summary Information End Order Screen Fields and Function Keys

Field/Function Key	Description
W/O Status	This field displays the work order status of this work order. One of the following status conditions will display: • Planned (the order status when this is a planned order) • Materials Short (the order status when material is short and the order is held) • Release Rdy (the order status when the work order is ready for release - orders have been allocated through this option and component inventory is in stock) • Released (the order status when the work order has been released: this could include released; released - materials short; released - pick ready) • Pick Confirmed (the order status when the work order has been picked confirmed: this could include confirmed; confirmed -material short; confirmed -pick ready; confirmed -released) • Closed (the order status when the work order has been closed) • Held-XX (the order status when the work order is held, where XX indicates the reason of the hold) Display
O/S Info	Each time you access this screen, Distribution A+ looks at routing information for this work order and determines if outside service information exists and, if so, if this information is complete. Based on this determination, one of the following status conditions is displayed in this field: • *NONE: This field indicates that this work order has no outside service shipments. • *ASSIGN: This field indicates that all outside service routing information for this work order is correct. • *MISSING: This field indicates that outside service routing information for this work order is incomplete and errors exist. To correct the incomplete information, access the Work Order Routing Maintenance Screen (p. 3-34) and locate the routing step in error. To assist you in locating the step in error, Distribution A+ will display the *Seq* field in reverse-image of the step in error. Display

Work Order Summary Information End Order Screen Fields and Function Keys

Field/Function Key	Description
F5=Rls/Prt	To use this function key, the work order must be ready for release print. Press this key to release the work order being processed and optionally print the applicable documents regarding this work order. After pressing this key, the Work Order Packet Print Screen (p. 6-8) will appear. You will be able to select which documents you want to print and determine if you want the selected work order to be released if material shortages exist. After the selected work order has been released and the selected documents printed, you will be returned to this screen. Refer to Release Work Orders (MENU WOMAIN) for a description of the work order documents. **Important** When you access the Work Order Packet Print Screen (p. 6-8) via this function key, you will not be able to reprint documents, except for the Work Order Traveler. Reprints must be performed through Release Work Orders (MENU WOMAIN).
F6=Cst Info	Press this key to review estimated costs associated with the work order. The Work Order Estimated Cost Information Screen (p. 3-66) will appear.
F12=Return	Press this key to return to the Work Order Header Screen (p. 3-11).
F24=Delete	This function key appears only in add mode. Press this key to delete the work order being added. You will be required to press this key again to confirm deletion. The Work Order Maintenance Selection Screen (p. 3-4) will appear and the work order you were adding will be deleted.
Enter	Press this key to process the work order. The Work Order Maintenance Selection Screen (p. 3-4) will appear.

Work Order Estimated Cost Information Screen

```
 1 / W0007          WORK ORDER ESTIMATED COST INFORMATION

Parent Itm: P24X12                              Quantity:       1000.000  SHT
Rev. Level:          Effective Date:  4/27/10

Materials:         15.67  Setup Labor:                O/S Charges:       100.00
Sp Charges:       150.00  Run Labor:       12565.00  Overhead:         3761.34
Total:          16592.01  Distributed:     16592.01  Balance:

   Item Number              Cost %   Unit Cost  U/M   Quantity  U/M Total Cost
 1 P24X12                  100.000     16.59201 SHT    1000.000 SHT   16592.01
 2 P12X12                                       SHT    1000.000 SHT

                                                                        Last

                                                          F12=Return
```

Work Order Estimated Cost Information Screen Expanded Fields

```
 1 / W0001          WORK ORDER ESTIMATED COST INFORMATION

Parent Itm: W1000                               Quantity:          5.000  EA
Rev. Level: ORIG     Effective Date:  5/11/11

Matls:           765.92  Setup Labor:                 O/S Chgs:
Sp Chgs:                 Run Labor:            36.52  Overhead:          24.19
Total:           826.63  Distributed:         826.63  Balance:

   Item Number                    Unit Cost U/M    Quantity U/M     Total Cost
 1 W1000                          165.32600 EA        5.000 EA         826.63

                                                                        Last

                                          F2=Cost %      F12=Return
```

This screen appears after you press F6 on the Work Order Summary Information End Order Screen (p. 3-61) or, if applicable, the Work Order Header Screen (p. 3-11). Use this screen to review the estimated costs of the work order being processed. From the estimated costs, you will be able to see approximately how much it will cost to make the items on this work order. All inputs (labor, special charges, overhead, and material) that make up the total cost will be shown in the header of this screen.

The following work order header information displays in the upper portion of this screen:

- *(Company/Work Order Number):* This field displays the company number and the work order number of the work order being processed.
- *Parent Item:* This field displays the parent item for this work order.
- *Rev. Level:* This field displays the revision level, if applicable, of the bill of material for this work order.
- *Effective Date:* This field displays the latest effective date, if applicable, of the bill of material for this work order.
- *Quantity:* This field displays the total quantity ordered of the parent item for this work order.
- *Materials:* This field displays the total current costs of materials for this work order.

NOTE: The source of the cost of materials is derived from the standard, user, or actual cost, determined through Order Entry Options Maintenance (MENU XAFILE), based on your current work order.
The original bill of material is copied into the work order when the work order is created. If you change or add components for this work order and/or change the quantity per for a component, this field will be automatically updated accordingly.
For example, if you have five components and are using average costing, Distribution A+ multiplies the average cost by the number of components per each and then adds them up to derive the value in this field.

- *Setup Labor:* This field displays the total standard (not actual) setup labor cost for this work order. The standard setup labor cost is derived from the information displayed on the Work Order Routing Maintenance Entry Screen (p. 3-42), as opposed to the actual labor entered through Maintain Production Activity (MENU WOMAIN). Note that even after you enter actual labor through Maintain Production Activity (MENU WOMAIN), it does not update this screen with the actual values. This screen continues to show the estimated standard labor cost.
- *O/S Charges:* This field displays the total outside service charges for this work order. These charges are derived from the costs associated with the items on the outside service POs. For example, if you have any routing steps that are outside service shipments.
- *Sp Charges:* This field displays the total amount of special charges associated with this work order.
- *Run Labor:* This field displays the total run labor cost for this work order, based on the number of hours required to produce the number of units, the number of units produced and the rate associated with the labor. Note that even after you enter actual labor through Maintain Production Activity (MENU WOMAIN), it does not update this screen with the actual values. This screen continues to show the estimated standard labor cost.
- *Overhead:* This field displays the current overhead costs associated with this work order. This calculated amount is a factor of the labor costs based on the work center setup. See examples.

Example: Rate Per Labor Hour

Work center 1 calculates overhead based on a $12.00 labor rate per hour with an order quantity of 12. Operation "A" in work center 1 has estimated 2.0 labor hours. There is 1.0 hour of setup labor at $10.00. The overhead calculation is as follows:

- [(work center rate * estimate run labor hours) * order quantity] +

  [(setup labor rate * estimate setup labor hours) * order quantity] = overhead
- [($12.00 * 2.0) * 12] + [($10.00 * 1.0) *12]=$408

Example: Percent of Labor Dollars

Work center 2 calculates overhead based on a 1.5% of labor dollars with an order quantity of 12. Operation "B" in work center 2 has estimated 5.0 run labor hours at a run labor rate of $12.86. There is 1.0 hour of setup labor at $10.00. The overhead calculation is as follows:

- run labor rate * estimated run labor hours = sub1
- setup labor rate * estimated setup labor hours = sub2
- (sub1 + sub2) * percentage)] * order qty = overhead $
- 12.86 * 5.0 = 64.30
- 10.00 * 1.0 = 10.00
- [(64.30 + 10.00) * .015] * 12 = $13.37

- *Total:* This field displays the total cost (distributed amount plus balance amount) in dollars of the entire work order (the parent item, its components, and any co-products, if applicable). The following costs are included in this total:
  - Materials
  - Special Charges
  - Setup Labor
  - Run Labor
  - Outside Service Charges
  - Overhead
- *Distributed*: This field displays the total current cost in dollars charged to the parent and its co-products, if applicable.
- *Balance:* This field displays the difference, if any, between the total cost of the work order and the distributed cost.

Work Order Estimated Cost Information Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the item. Display
Item Number	This field displays the item number associated with the work order for which estimated cost information is displayed. Display
Cost %	This field displays the total percentage of the work order cost to be associated with this particular item. Display
Unit Cost	This field displays the unit cost of this item for this work order. This cost is the total cost of each individual item for this particular work order, calculated by dividing the total cost by the quantity. Display
U/M	This field displays the pricing unit of measure (also used as the cost basis unit of measure) of this item for this work order. Display
Quantity	This field displays the total quantity of this item for this work order. Display
U/M	This field displays the stocking unit of measure of this item for this work order. Display
Total Cost	This field displays the total cost of this item for this work order which is calculated as Total Cost = Quantity * [(Quantity * Conversion Factor) * Unit Cost] For example, assume that the quantity is 10 EA at .50 SQF, where 1 EA = 35 SQF. The total cost would be 10 * [(10 * 3) * .50] Display
F12=Return	After you have completed reviewing the estimated cost information, press this key to return to the previous screen.

Work Order Maintenance Entry 2 Screen

```
  1 / W0007                 WORK ORDER MAINTENANCE          CHANGE WORK ORDER
  Parent Item: P24X12
  Rev. Level:        Effective Date:  1/11/12    Quantity:          1000.000  SHT
                                                 Avail to make:     1000.000
  Parent Cst%: 100.000 Co-Prod Cst%:             Total %:        100.000
R T WH Line Status Item/Description                   Qty Ord  Rcv/Cmt Qty  S
1 R 1  No Receipts P12X12 White Bond 12 X 12 Shee+    1000.000
2 I 1  Pck Cnfmd   P100 White Bond 36" x 6000 yd +    2100.000     2100.000

                                                                        Last
T Item Number                    U/M  Qty Per       Order Qty          CHANGE
R P12X12                         SHT  _ ... 1.00000 .... 1000.000 .

Cde        Cost        Cst Dst%  Sp Ord Order Customer
.. ..................    ........
                                 Desc: White Bond 12 X 12 Sheets......
                                       ................................

                          F12=Return   F21=Bom Inq   F22=Itm Inq   F24=Delete
```

This screen appears after you enter or select an item that is designated as a co-product (R type) on the Work Order Maintenance Entry 1 Screen (p. 3-24) and press ENTER or F13-F20. Use this screen to enter additional information for the co-product you are entering/maintaining for this work order. Decimal quantities are allowed on this screen depending on your response in the *Allow Decimal Qty* field in Bill of Material Maintenance (MENU WOFILE).

You can use this screen to enter an override code to override the cost percentage you assigned to the co-product being processed.

Work Order Maintenance Entry 2 Screen Fields and Function Keys

Field/Function Key	Description
(Work Order Header Information)	The following information displays in the upper portion of this screen: • *(Company/Work Order Number):* This field displays the company number and the work order number of the order being processed. • *Parent Item:* This field displays the parent item for this work order. • *Rev. Level:* This field displays the revision level, if applicable, of the bill of material for this work order. • *Effective Date:* This field displays the latest effective date, if applicable, of the bill of material for this work order. • *Quantity/UM:* This field displays the total quantity and unit of measure for the parent item for this work order. • *Co/Company:* This field displays the company and customer number that the bill of material for this work order was copied from. This field displays only if this bill of material was copied from an existing bill. • *Avail to Make:* This field displays (based on the quantity ordered) the quantity of parents you are currently able to make from the components. Distribution A+ extracts the least available of the components to derive this value, calculated by subtracting any unavailable components for this work order from the available components. • *Parent Cst %:* This field represents the parent cost percentage assigned to the parent item for this work order. This is the percentage of the total work order cost (components, labor, outside service, special charges, and overhead.) assigned to the parent item. If you are not using co-products, this value should be 100% as all of the costs of this work order are to be charged to the parent. • *Co-Prod Cst %:* This field represents the cost percentage of the work order's total cost that is to be charged to co-products. • *Total %:* This field represents the sum of the parent cost % and co-product cost %. It should equal 100%. If this total does not equal 100%, you have over/under assigned the cost percentage to the parent or one or more of the co-products. Display
R	This field displays the reference number of the item displayed on this screen. See F13-F20=TO CHANGE to maintain an item on this screen corresponding to this reference number. Display

Work Order Maintenance Entry 2 Screen Fields and Function Keys

Field/Function Key	Description
(Item Information)	The following information displays for the item: • *T:* This field displays the transaction code for the item. R (receipt) displays indicating that the item will be received into inventory as a co-product of the parent. • *Item Number:* This field displays the item number of the co-product. • *U/M:* This field displays the stocking unit of measure associated with the co-product. Display
Qty Per	Use this field to indicate the number of co-products that will be produced for each single parent item that is assembled. Key the appropriate quantity. NOTE: If you key a quantity in this field, blank out the *Order Qty* field. Distribution A+ will automatically recalculate the new quantity by multiplying the parent's order quantity by the quantity per. (N 11,5) Required
Order Qty	Use this field to enter the quantity of this item that you need to complete for this work order. Key the appropriate order quantity. Based on the **Allow Decimal Qty** field in Bill of Material Maintenance (MENU WOFILE/MENU OBFILE), decimal component quantities may be automatically rounded to the next whole number. NOTE: If the parent's order quantity is changed, new order quantities for all components and co-products are automatically recalculated by multiplying the parent's order quantity by the *Qty Per* field. If the quantity per is zero, the components or co-product's order quantity is considered overridden and will not change when the parent's order quantity changes. (N 11,3) Optional

Work Order Maintenance Entry 2 Screen Fields and Function Keys

Field/Function Key	Description
Cde	You can select to apply cost to this co-product based on either this field and the *Cost* field (if this field is U or X), OR the *Cst Dst %* field. Use this field to enter an override cost percentage code if you rather apply cost based on this code instead of a cost distribution percentage. Key C if you want the current cost (i.e., average, standard, or user, as defined in Order Entry Options Maintenance, MENU XAFILE) assigned to this co-product in the Item Balance File used for this item when it is received into inventory. If you key C, the *Cost* field must be left blank, since the current cost will be used. Key U if you want the unit cost of the co-product used when it is received into inventory. If you key U, the *Cost* field must contain the current average cost or a unit cost value that you determine. You can select U if you do not have this item in stock and no current average cost exists in the Item Balance File, so you instead determine the cost and input that value in the *Cost* field. Key X if you want the extended cost of the co-product used when it is received into inventory. If you key X, the *Cost* field must contain the cost that you determine. For example, if you disassemble five computers and each disk drive within each computer costs $100.00, then if you key X in this field it indicates that the value of $100.00 is for all five of the disk drives. This field must be left blank if you instead want to apply a cost percentage to this co-product in the *Cst Dst %* field. *Valid Values:* C, U, X, or blank (A 1) Optional/Blank
Cost	You can select to apply cost to this co-product based on either this field and the *Cde* field (if the *Cde* field is U or X), OR the *Cst Dst %* field. Use this field to enter an actual cost that you want to apply to this co-product instead of a cost distribution percentage. If the *Cde* field is U, key the current average cost or a unit cost value that you determine that will be used to return this item to inventory. If the *Cde* field is X, key the extended cost of the co-product that will be used when it is returned to inventory. This field must be left blank if the *Cde* field is C, since the cost will be extracted from the Item Balance File. This field must also be left blank if the *Cst Dst %* field contains a value. (N 15,5) Optional/Blank

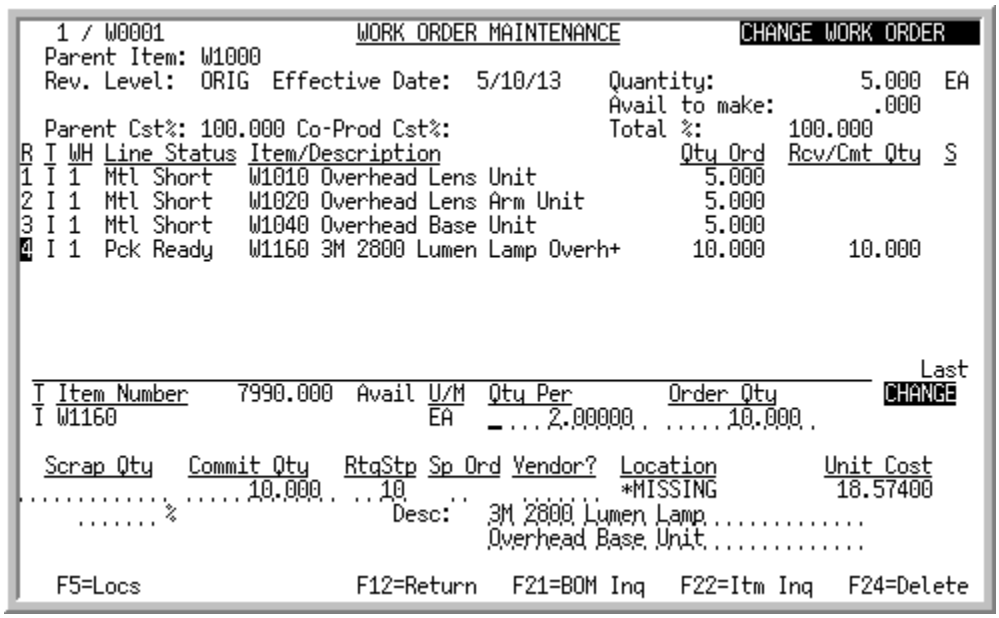
Work Order Maintenance Entry 2 Screen Fields and Function Keys

Field/Function Key	Description
Cst Dst %	You can select to apply cost to this co-product based on either this field OR the *Cde* and *Cost* fields. Use this field to enter the percentage of the total cost of the work order that you want to assign to the selected co-product. Key the appropriate percentage you want to assign to this co-product only, based on the total cost of the work order. For example, if you key 10% in this field and the total work order cost is $100.00, the parent's cost would be $90.00 and the co-product cost would be $10.00. This field must be left blank if you instead wish to use the *Cde* field and the *Cost* field on this screen. (N 7,3) Optional/Blank
Sp Ord / Order / Customer	If the item is special ordered for a customer, the following information displays: • Y displays in the *Sp Ord* field • the order number entered through Order Entry displays in the *Order* field • the customer associated with the special order displays in the *Customer* field Display
Desc	This field displays the description of the selected item. You can override this description. (2 @ A 30) Optional
F10=EIC	This function key appears only if extended item comments have been entered for the item through Item Master Maintenance (MENU IAFILE) or for the customer through Customer/Ship-To Maintenance (MENU ARFILE). Press this key to access the Extended Item Comments Inquiry Screen, where you can review comments associated with the item. Refer to this screen in the Order Entry manual.
F12=Return	Press this key without updating this screen to return to the Work Order Maintenance Entry 1 Screen (p. 3-24).
F21=BOM Inq	Press this key to access the Bill of Material Inquiry Screen. Refer to the Bill of Material user Guide for a description of this screen.
F22=Item Inq	Press this key to access the Item Inquiry Screen. Refer to the Inventory Accounting manual for details about this screen.
F24=Delete	This function key appears only if you are modifying an existing item. You cannot delete a line if receipts have already been posted for that same line. Press this key to delete the selected item from this work order. You will be required to press this key again to confirm deletion. The Work Order Maintenance Entry 1 Screen (p. 3-24) appears.

Work Order Maintenance Entry 2 Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press this key to confirm your selections. The Work Order Maintenance Entry 1 Screen (p. 3-24) appears.

Work Order Maintenance Entry 3 Screen



This screen appears after you enter or select an item that is designated as a component (I type) on the Work Order Maintenance Entry 1 Screen (p. 3-24) and press ENTER or F13-F20. Use this screen to enter additional information for the component (issue) you are entering/maintaining for this work order. Decimal quantities are allowed on this screen depending on your response in the *Allow Decimal Qty* field in Bill of Material Maintenance (MENU WOFILE).

For a description of the fields on the top portion of this screen, refer to the Work Order Maintenance Entry 1 Screen (p. 3-24).

Work Order Maintenance Entry 3 Screen Fields and Function Keys

Field/Function Key	Description
(Item Information)	The following information displays for the item: • *T:* This field displays the transaction code for the component. I indicates that the item is a component (issue) of the parent. • *Item Number:* This field displays the item number of the component. • *U/M:* This field displays the stocking unit of measure associated with the component. Display

Work Order Maintenance Entry 3 Screen Fields and Function Keys

Field/Function Key	Description
Qty Per	Use this field to indicate the number of component items needed to produce each single parent item associated with this order. Key the appropriate quantity. If you key a quantity in this field, blank out the *Order Qty* field. Distribution A+ will automatically recalculate the new quantity by multiplying the parent's order quantity by the quantity per. You also may blank out this field and key an override quantity in the *Order Qty* field. NOTE: If the quantity per is zero, the components or co-product's order quantity is considered overridden and will not change when the parent's order quantity changes. If you leave both the *Qty Per* field and *Order Qty* field blank, zero is assumed for Qty Per and 1 is assumed for Order Qty. (N 11,5) Required
Order Qty	Use this field to enter the quantity of this component item that you need for this work order. These components will either be picked from inventory or special ordered from the vendor. Key the appropriate order quantity. Leave this field blank if you instead want Distribution A+ to automatically calculate the order quantity for you. The order quantity is calculated as: Order Qty = Parent Order Qty * Qty Per + Scrap Qty NOTE: If the parent's order quantity is changed, new order quantities for all components and co-products are automatically recalculated by multiplying the parent's order quantity by the *Qty Per* field. If the quantity per is zero, the components or co-product's order quantity is considered overridden and will not change when the parent's order quantity changes. If you leave both the *Qty Per* field and *Order Qty* field blank, zero is assumed for Qty Per and 1 is assumed for Order Qty. (N 11,3) Optional

Work Order Maintenance Entry 3 Screen Fields and Function Keys

Field/Function Key	Description
Scrap Qty	Use this field to enter the anticipated scrap quantity you want to assign to this component item for this work order. The value keyed in this field appropriately increases the order quantity to ensure that the quantity you actually need is picked. Key the appropriate quantity of this item that you anticipate to scrap, or accept the default (this value must be less than the quantity ordered). The quantity you key in this field automatically impacts and recalculates the percentage, if any, shown in the % field. Leave this field blank if you want the value in the % field used to calculate the quantity to be scrapped. See the % field for further details. NOTE: If you change the *Qty Per* and/or *Order Qty* field and want the scrap quantity to be recalculated based on the value in the % field, then field exit through the scrap quantity and Distribution A+ will automatically calculate the new quantity for you. For example, if the % field is zero, then Distribution A+ calculates the scrap quantity as zero. If the % field is 10%, then the value calculated by Distribution A+ will be 10% of your new order quantity, and so on. If you modify a value and do not field exit through the scrap quantity, the value remains the same. If the value remains the same and the value in the % field is incorrect, Distribution A+ will automatically recalculate the percentage and display the correct value. (N 10,3) Optional
%	This field represents the scrap factor percentage assigned to this item, if any. This percentage ensures that additional inventory is picked to provide you with the quantity you need to produce the order. Key the appropriate scrap quantity percentage, or accept the default. When entering a work order through this option, Distribution A+ will automatically calculate the scrap quantity and add it to the order quantity. NOTE: The percentage you key in this field is converted into an actual number that you will be required to pick in addition to the order quantity. This percentage is also used to calculate the *Scrap Qty* field. See the *Scrap Qty* field for further details. *Default Value:* The percentage keyed in the *Scrap Factor* field, if any, through Bill of Material Maintenance (MENU WOFILE). (N 5,3) Optional

Work Order Maintenance Entry 3 Screen Fields and Function Keys

Field/Function Key	Description
Commit Qty	Use this field to enter the quantity of the selected component item that has been committed to the work order being processed. Key the quantity, based on available inventory, of the selected item that has been committed for this work order. Leave this field blank if you want Distribution A+ to automatically determine the correct commit quantity. NOTE: If the *Commit Qty* field is less then the *Order Qty* field, then Automatic Backorder Release will attempt to commit additional quantity as it becomes available. (N 7,3) Optional
RtgStp	Use this field to enter the routing sequence in which the selected component item will be picked out of inventory. This is used to pick inventory precisely when it is to be used within the routing sequence, thus optimizing your inventory efficiency. Key the appropriate routing sequence to designate your picking operation for this item. NOTE: If you leave this field blank, the item will be printed on the first (or next) pick list for this work order. (N 4,0) Optional
Sp Ord	Use this field when creating a work order if you need to make a parent item but typically do not stock the component item required to make that parent. This field allows you to special order that component each time you need to make the parent and indicates with a Y that this component item is a special order for this work order. Special orders are available for the "Special Order Processing" feature used in Purchasing module. Key Y if this component is to be placed on a special order PO. Note that if you key Y in this field and stock is available for this component you placed on special order, a message will display informing you that stock exists for this item. Leave this field blank if this component item does not need to be special ordered. NOTE: Component items that are special ordered for a work order through this option will then display in Maintain Special Orders (MENU WOMAIN). Refer to the Purchasing User Guide for details. As soon as you receive a work order component on a PO, the stock is automatically commit to the work order accordingly. *Valid Values:* Y or Blank (A 1) Optional

Work Order Maintenance Entry 3 Screen Fields and Function Keys

Field/Function Key	Description
Vendor/PO#	If you keyed Y in the **Sp Ord** field, you can use this field to specify the vendor from whom you are going to order this component item. The vendor number keyed in this field is used by the "Special Order Processing" feature used in Purchasing. If you do not key a vendor number in this field for this component item, the special order will be created with the primary vendor from the Item Balance File. If you key a warehouse transfer vendor and the item to be special ordered is not stocked in that warehouse, a message will be issued and that warehouse transfer vendor number will not be allowed. Key the appropriate vendor number. Leave this field blank if you do not recall or do not know the vendor number from whom you are ordering this component. This field must be left blank if the **Sp Ord** field is blank. NOTE: Once a special order PO has been created for a special order, this field will be protected and display the purchase order number. The header also changes to **PO#** instead of **Vendor**. *Valid Values:* A vendor defined in Vendors Maintenance (MENU POFILE). (A 6) Optional/Display/Blank
Location	This field appears only if Warehouse Management is installed. This field identifies the warehouse location status for the item. One of three different status types will display: • *FIRST: This status type represents the primary picking location for this item as defined on the Use Location Screen in Warehouse Management. • *MISSING: This status type represents items that have not yet been assigned for picking. • *ASSGNED: This status type represents items that have been assigned a location and have been assigned a lot or serial number, if applicable. (A 8) Display
Unit Cost	This field displays the unit cost (average, standard, or user-defined cost) of the selected component item for this work order, as defined in the Item Balance File. This is the total cost associated with producing the individual item on this work order. Display
Desc	This field displays the description of the selected item. You can override this description. (2 @ A 30) Optional

Work Order Maintenance Entry 3 Screen Fields and Function Keys

Field/Function Key	Description
F5=Locs	This function key appears only if Warehouse Management is installed. This function key is valid only if the *Commit Qty* field is not zero. Press this key to display the Order Location Selection Screen. Refer to the Order Entry manual for an explanation of this screen.
F10=EIC	This function key appears only if extended item comments have been entered for the item through Item Master Maintenance (MENU IAFILE). Press this key to access the Extended Item Comments Screen, where you can review comments associated with the item. Refer to this screen in the Inventory Accounting manual.
F12=Return	Press this key, without updating this screen, to return to the Work Order Maintenance Entry 1 Screen (p. 3-24).
F21=BOM Inq	Press this key to access the Bill of Material Inquiry Screen. Refer to the Bill of Material user Guide for a description of this screen.
F22=Item Inq	Press this key to access the Item Inquiry Screen. Refer to the Inventory Accounting manual for details about this screen.
F24=Delete	This function key appears only if you are modifying an existing item. You cannot delete lines with a status of Depleted. Press this key to delete the selected item from this work order. You will be required to press this key again to confirm deletion. The Work Order Maintenance Entry 1 Screen (p. 3-24) will appear.
Enter	Press to confirm your selections. The Work Order Maintenance Entry 1 Screen (p. 3-24) will appear.

CHAPTER 4

Processing Work Order Special Orders

4

Using the Maintain Special Orders option on the Value Added Services Main Menu (MENU WOMAIN), you can create work orders for any items that have been put on special order for a customer, and for which a work order request was processed. A work order special order is one that is manufactured for a particular customer at the customer's request. The work order is directly linked to a particular sales order. Special orders are entered into Distribution A+ through Order Entry. You can put items (or an entire order) on special order in Enter, Change & Ship Orders (MENU OEMAIN) by keying a Y in the **Sp Ord** field on the *Item Review Screen*. Use the F20=RvLs function key on the *Item Review Screen* to process a work order request for the special order item. Once processed, that special order item displays through Maintain Special Orders (MENU WOMAIN) and you can then create an actual work order for the request.

You can assign items as parents and co-products when you create a work order for any special order item. Once you create a work order for any selected special order items, you can access Maintain Work Orders (MENU WOMAIN) through Maintain Special Orders (MENU WOMAIN) for those special order items for which you have just created a work order.

NOTE: When you create a work order for a special order item, that item will not display through Maintain Special Orders (MENU WOMAIN) after you exit the option. From that point on, you can perform maintenance on that item through Maintain Work Orders (MENU WOMAIN).

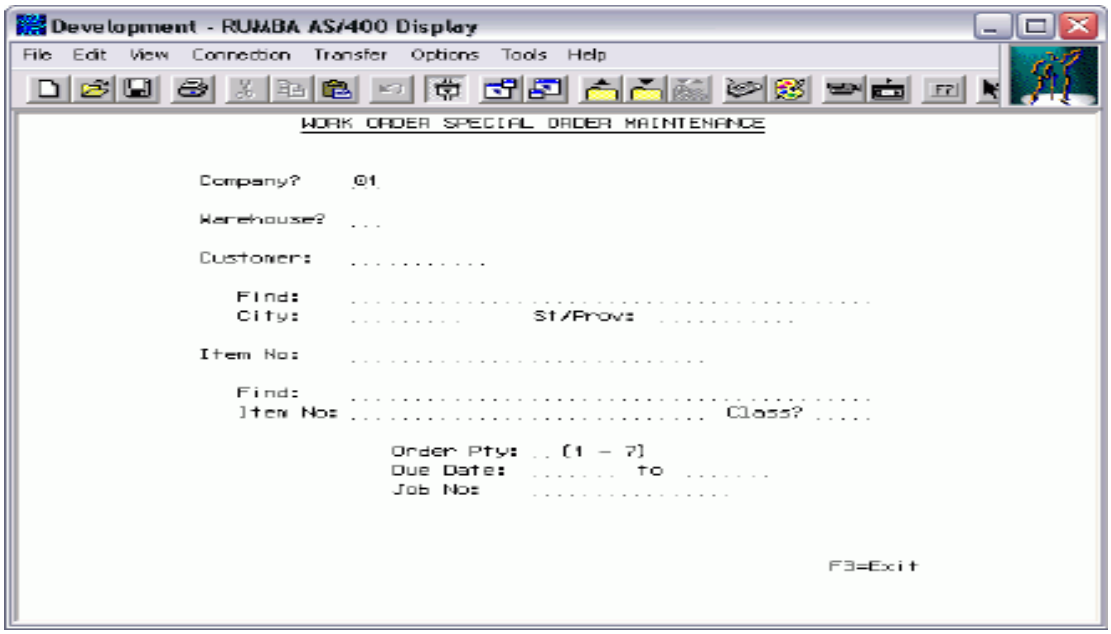
Maintain Special Orders

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order Special Order Maintenance Screen	Used to specify the criteria associated with special orders you want to review and for which you want to create work orders.

Title	Purpose
Work Order Processing Special Orders Screen	Used to create a work order for designated parent and co-products.

Work Order Special Order Maintenance Screen



This screen appears after you select the Maintain Special Orders option on the Value Added Services Main Menu (MENU WOMAIN). Use this screen to specify the criteria associated with special orders you want to review and for which you want to create work orders.

From this screen you can access the Customer Search and Item Search functions if you do not know the customer and/or the item for which you want to display special orders.

Work Order Special Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if Distribution A+ is tailored to use multiple companies, as defined through System Options Maintenance (MENU XAFILE). This field reflects the number of the company for which special orders will display on the Work Order Processing Special Orders Screen (p. 4-6). Key the appropriate company number. *Default Value:* The default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* Any company number that has been created through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

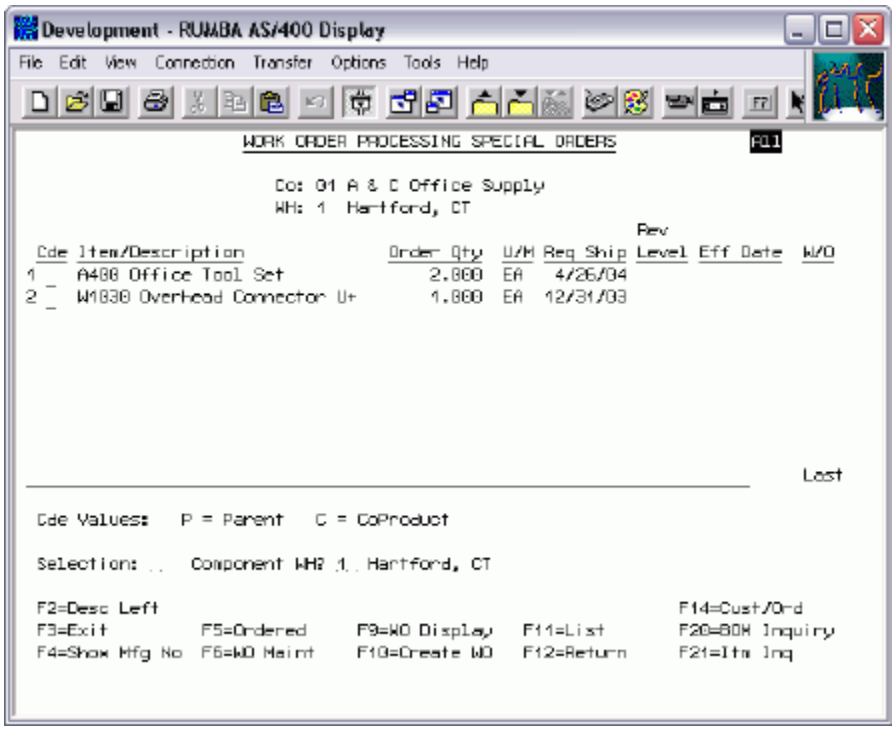
Work Order Special Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field reflects the number of the finished goods warehouse for which special orders will display on the Work Order Processing Special Orders Screen (p. 4-6). Key the appropriate warehouse. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required
Customer	This field reflects the number of the customer for which special orders will display on the Work Order Processing Special Orders Screen (p. 4-6). Key the desired customer number or, if you do not know the customer's number, leave this field blank and refer to the *Find/City/State* fields. *Valid Values:* Any customer created through Customer/Ship to Master Maintenance (MENU ARFILE). (A 10) Optional
Find/City/State	Use search word criteria to locate a customer whose customer number you do not know. If you know part of the customer's name, city, or state, key the appropriate criteria in these field and press ENTER. A list of all customers who match the criteria entered will display on the Customer/Ship-To Search - Customer Search Screen. (A 40/A 8/A 2) Optional
Item No	This field represents the parent item for which special orders will display on the Work Order Processing Special Orders Screen (p. 4-6). Key the item number or, if you do not recall the item's number, leave this field blank and refer to the *Find/Item/Class* fields. *Valid Values:* Any item number defined through Item Master Maintenance (MENU IAFILE). (A 27) Optional
Find/Item/Class	Use search criteria to locate an item number you do not know. If you know part of the item's description, number, or item class/sub-class, key the appropriate criteria in these fields and press ENTER. A list of all items whose descriptions match the keyed text will display on the Item Description Search Screen. Refer to the Cross Applications User Guide for a description of this screen and the rules for using searches. (A 40/A 27/A 2) Optional

Work Order Special Order Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Order Pty	This field limits the selection to special orders with the specified order priority (1-7). An order priority can be optionally assigned to a special order through Enter, Change & Ship Orders (MENU OEMAIN) when the order is entered. Key the order priority you wish to limit special orders to. (N 1,0) Optional
Due Date	This field limits the selection to special orders assigned the requested ship date or range of requested ship dates on the sales order. A special order is assigned a requested ship date through Enter, Change & Ship Orders (MENU OEMAIN) when the order is entered. Key the due date or the range of dates to which you want to limit special orders. Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Refer to the Cross Applications User Guide for the rules of entering "from" and "to" ranges. (2 @ N 6,0) Optional
Job No	This field limits the selection to special orders associated with the job number you enter in this field. A job number can be entered for a work order through Maintain Work Orders (MENU WOMAIN), allowing you to track multiple work orders for a particular job. Key the job number you wish to limit special orders to. (A 15) Optional
F3=Exit	Press this key to cancel this option. MENU WOMAIN appears.
Enter	Press this key to confirm your selections. If you keyed customer search criteria, the Customer/Ship-To Search - Customer Search Screen appears. Refer to the Accounts Receivable User Guide for an explanation of this screen. If you keyed item search criteria, the Item Description Search Screen will display (refer to the Inventory Accounting User Guide for an explanation of this screen). If you did not key any search criteria, the Work Order Processing Special Orders Screen (p. 4-6) appears.

Work Order Processing Special Orders Screen



This screen appears after you press ENTER on the Work Order Special Order Maintenance Screen (p. 4-3). A summary line is displayed for each item that falls within the selection criteria you have entered for special orders. Use this screen to create a work order for designated parent and co-products. Once a work order is created, the special order items are “ordered.”

You can also use this screen to review special order inquiry information and to access Maintain Work Orders (MENU WOMAIN) to maintain information for a specific special order for which a work order has been created.

Work Order Processing Special Orders Screen Fields and Function Keys

Field/Function Key	Description
All/Ordered/Unordered	This field represents which special orders are currently displayed on this screen. The display of this screen is toggled with the F5 function key as follows: • All - When this status displays, all special order items, with or without a work order, are displayed on this screen. • Ordered - When this status displays, only special order items with a work order are displayed on this screen. • Unordered - When this status displays, only special order items without a work order are displayed on this screen. Display

Work Order Processing Special Orders Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the special order item. Use this field with the appropriate function keys to reference any additional item information that may exist for the selected item or to perform work order maintenance for a special order for which you create a work order. Display
Cde	In order to use this field, you must know which items are your parent items and which items are your co-products. Use this field to specify whether you want to assign this item as a parent item or as a co-product of the parent item when using F10 to create a work order. You cannot have multiple (P)arents if you are also specifying (C)o-products. Key P in the *Cde* column if you want to assign this item as the parent item when you create a work order. Key C in the *Cde* column if you want to assign this item or items as a co-product of the corresponding parent item when you create a work order. NOTE: After you have designated specific items as the parent and co-products, you must then press F10 to assign those designations and to create a work order for those special order items. *Valid Values:* P or C (A 1) Optional
Item/Description / Customer	This field displays either the item number and description for the special order item or the customer from the sales order that this special order was generated from with the F14=CUST/ORD / F14-SALES/ORD function key. Display
Order Qty	This field displays the quantity of this item that was ordered for this special order. Display
U/M	This field displays the unit of measure for this item. Display
Req Ship	This field displays the requested ship date of this order. Display
Rev Level	This field displays the revision level, if applicable, for this item. Display
Eff Date	This field displays the effective date, if applicable, for this item. Display

Work Order Processing Special Orders Screen Fields and Function Keys

Field/Function Key	Description
W/O / Order	This field displays either the work order number, if applicable, associated with this special order or the sales order number that this special order was generated from with the F14=CUST/ORD / F14-SALES/ORD function key. NOTE: If this field is displayed for a work order and it is blank, a work order number has not yet been created for this special order via the F10=CREATE WO function key. Display
Selection	Use this field to select one of the special order items on this screen. You can select a special order item and use either F6 to perform work order maintenance or F9, F20 or F21 to display additional inquiry information for the selected item. Key the number in the reference column that corresponds to the item you want to perform work order maintenance for and press F6. The Work Order Maintenance Selection Screen (p. 3-4) appears. Key the number in the reference column that corresponds to the item you want to display inquiry information for and press F9, F20 or F21 accordingly. Refer to the appropriate function key in this section for details. (N 2,0) Optional
Component WH	Use this field to specify the component warehouse that will be used to create work orders, via the F10 function key, for the selected parents. Key the warehouse number of the component warehouse. *Default Value:* The warehouse number entered on the Work Order Special Order Maintenance Screen (p. 4-3). *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required
F2=Desc Left/Desc Right/Item & Desc	This function key toggles the display of the following information on this screen: • The “left window” of the item description starting with the leftmost word in the description. • The “right window” of the description so the last word in the description will appear at the end of the description field (the left and right windows will be the same if the entire description can fit on the screen). • The complete item number and as much of the description as will fit (two blanks separate the fields); the item number is displayed in reverse image.
F3=Exit	Press this key to cancel this option. MENU WOMAIN appears.

Work Order Processing Special Orders Screen Fields and Function Keys

Field/Function Key	Description
F4=Show Mfg No/ Hide Mfg No	This function key toggles the display of the following in the *Item/Description* column on this screen: • The manufacturer number • The item number and description for the special order item
F5=Ordered/ Unordered/All	This function key toggles the display of the following information on this screen: • Only special order items with a work order assignment • Only special order items without a work order assignment • All special order items, with or without a work order assignment
F6=WO Maint	This function key is available only for those special order items for which a work order has been created. Press this function key to maintain information for a work order created through this menu option (see F10). After entering a reference number in the *Selection* field of an item for which a work order exists, press this key to access Maintain Work Orders (MENU WOMAIN). NOTE: When you create a work order for a special order item, that item will not display through Maintain Special Orders after you exit this option. From that point on, you can perform maintenance on that item through Maintain Work Orders (MENU WOMAIN).
F9=WO Display	This function key is available only for those special order items assigned a work order. Press this function key to review information for a work order created through this menu option (see F10). After entering a reference number in the *Selection* field of an item for which a work order exists, press this key to access the Work Order Inquiry (MENU WOMAIN).

Work Order Processing Special Orders Screen Fields and Function Keys

Field/Function Key	Description
F10=Create WO	NOTE: Use this function key without the F11=LIST function key if you want Distribution A+ to automatically assign a bill of material the latest effective date or revision. Use F11=LIST before this function key if you want a specific bill of material with an effective date and particular revision. Press the F10=CREATE WO function key to create a work order for a special order item entered through Enter, Change & Ship Orders (MENU OEMAIN) and for which a work order request was processed (on the Item Review Screen). After making your selections in the **Cde** column on this screen to assign the selected item as a parent item and to assign the selected items as co-products of the parent item, press F10=CREATE WO to automatically generate a work order for those selected special order items. When processing has completed, the generated work numbers will be displayed in the **W/O** field on this screen for the special order items you selected, and the items are now "ordered." Within Order Entry, the selected parent effective date and revision level are not kept. These are work order specific tracking fields.
F11=List	NOTE: Use this function key before F10=CREATE WO only if you want to create a particular work order with a specific effective date and revision level. Before you create a work order with F10=CREATE WO, use the F11=LIST function key to select which bill of material you want to use for the item for which you are creating a work order. After entering a reference number in the **Selection** field of a parent item, press the F11=LIST key to access the Work Order Maintenance Change Reason Codes Screen (p. 3-22) where you can select the appropriate bill.
F12=Return	Press this key to return to the Work Order Special Order Maintenance Screen (p. 4-3).
F14=Cust/Ord / Item/ WO	Press this key to toggle between the item/description and customer and the work order and order displayed on this screen. The *Item/Description* and *W/O* columns and the *Customer* and *Order* columns will display accordingly.
F20=BOM Inq	Press this key to access the BOM Inquiry (MENU WOMAIN).
F21=Itm Inq	Press this key to access the Item Inquiry (MENU IAMAIN). Refer to the Inventory Accounting manual for an explanation of that option.

CHAPTER 5

Allocating Inventory for Planned Orders

5

To allocate inventory for those work orders that have been entered into Value Added Services as planned orders, use the Allocate Planned Orders option on the Value Added Services Main Menu (MENU WOMAIN). A planned order is a work order that does not automatically allocate inventory, such as an order used for customer quotes, future orders, or custom manufacturing. A work order is entered as a planned order through Value Added Services or by altering a work order in Order Entry, if tailoring options to alter work orders through Order Entry are allowed. A planned order is useful for planning purposes, since orders planned well in advance of production time can be entered as planned orders and later manually allocated through this option, closer to production time, to allow for the allocation and commitment of inventory.

Use the selection criteria available through this option to allocate one or more planned orders. You can allocate a single work order or allocate all planned work orders within the range of one or more of the following criteria:

- parent item number, item class, and item sub-class
- start date and due date
- finished goods warehouse and component warehouse

After you select the criteria for which you want to allocate inventory for planned orders, Distribution A+ searches planned orders matching the criteria to determine if there are planned orders to be allocated. For each planned order found, this option will change the order type from “planned” to “order.” Component items will be allocated and available stock will be committed. If no orders are found, a break message will display informing you of this.

Once planned orders have been allocated through this option, you can use Release Work Orders (MENU WOMAIN) to release those work orders for production.

You can determine if the Allocate Planned Orders Report (p. 5-7) will print through this option. This report prints the orders that were processed, and the orders’ new status.

Allocate Planned Orders

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Allocate Planned Orders Screen	Used to allocate planned orders through selection criteria and determine if the Allocate Planned Orders Report (p. 5-7) will print following the allocation of inventory.
Allocate Planned Orders Report	Prints the planned orders matching your selection criteria for which inventory has been allocated (release ready), allocated (material short), or not released.

Allocate Planned Orders Screen

```
                    ALLOCATE PLANNED ORDERS

Company?                01     (01-99)
Work Order No:          _....

                        - or -
Parent Item No:         ..............................
Parent Item Class:      ...       to       ...
Parent Item Subclass:   ...       to       ...

Start Date:             .......
Completion Date:        .......
Job Number:             ................

Finished Goods WH?      ...
Component Warehouse?    ...

Print Report:           Y

                                                  F3=Exit
```

This screen appears after you select the Allocate Planned Orders option from the Value Added Services Main Menu (MENU WOMAIN). Use this screen to allocate planned orders through the use of at least one of the selection criteria provided and determine if the Allocate Planned Orders Report (p. 5-7) will print following the allocation of inventory.

To allocate a specific planned work order, use the *Company* and *Work Order No* fields only.

NOTE: For the rules of entering From and To ranges, refer to the Cross Applications User Guide.

Allocate Planned Orders Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is required only if Distribution A+ is tailored to use multiple companies as determined through System Options Maintenance (MENU XAFILE). Otherwise, this field is display only and the default company will display. Key the two character ID of the company associated with the order you want to allocate. *Default Value:* The default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* Any company number that has been created through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

Allocate Planned Orders Screen Fields and Function Keys

Field/Function Key	Description
Work Order No	Key the work order number of the planned order you now want to allocate. *Valid Values:* A planned work order entered in Maintain Work Orders (MENU WOMAIN) or created through Order Entry, if tailoring options to alter work orders through Order Entry are allowed. (A 5) Optional
Parent Item No	Key the parent item you want to allocate through this option. *Valid Values:* Any parent item that has been set up through Item Master Maintenance (MENU IAFILE) and defined as a manufactured parent through Bill of Material Maintenance (MENU WOFILE). (A 27) Optional
Parent Item Class	Use this field to define the range of item classes for which you want to allocate planned orders. Key the appropriate item class or range of the item classes. NOTE: The *From* parent item class cannot be greater than the *To* parent item class. *Valid Values:* Any item class category defined through Item Class/Sub-Class Maintenance (MENU IAFILE). (2 @ A 2) Optional
Parent Item Subclass	Use this field to define the range of the item sub-classes for which you want to allocate planned orders. Key the appropriate item sub-classes or range of subclasses. NOTE: The *From* parent item sub-class cannot be greater than the *To* parent item sub-class. *Valid Values:* Any item sub-class category defined through Item Class/Sub-Class Maintenance (MENU IAFILE). (2 @ A 2) Optional
Start Date	Use this date field to allocate planned work orders with a start date prior to or equal to the date you enter in this field. This will allow you to limit the allocation of planned orders by using the start date entered on the work order through Maintain Work Orders (MENU WOMAIN). Key the appropriate date. Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Allocate Planned Orders Screen Fields and Function Keys

Field/Function Key	Description
Completion Date	Use this field to allocate planned work orders with a completion date prior to or equal to a specific date. This enables you to limit the allocation of planned orders by using the due date entered on the work order through Maintain Work Orders (MENU WOMAIN). Key the appropriate date. Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Job Number	Use this field to allocate planned work orders with a specific job number. This enables you to limit the allocation of planned orders by using the job number entered on the work order through Maintain Work Orders (MENU WOMAIN). Key the appropriate job number. (A 15) Optional
Finished Goods WH	Use this field to allocate all planned orders for a specific finished goods warehouse. Key the appropriate finished goods warehouse. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse that is used for receiving finished goods. (A 2) Required
Component Warehouse	Use this field to allocate all planned orders for a specific component warehouse. Key the appropriate component warehouse. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse from which goods are picked. (A 2) Required
Print Report	Use this field to determine if you want the Allocate Planned Orders Report (p. 5-7) to print following the allocation of inventory. Key Y to print the report after inventory has been allocated. Key N if you do not want the report to print and want only to allocate inventory. *Default Value:* Y (A 1) Required
F3=Exit	Press this key to cancel this option. MENU WOMAIN appears.

Allocate Planned Orders Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press this key twice to confirm your selections and allocate inventory for those planned orders matching your selection criteria. If you keyed Y in the *Print Report* field, the Report Options Screen appears; refer to the Cross Applications User Guide for details about this screen. After the Report Options Screen, the Allocate Planned Orders Report (p. 5-7) prints. If you keyed N in the *Print Report* field, inventory will be allocated and MENU WOMAIN appears. If no planned orders were found for allocation of inventory, you will receive a message informing you that no planned orders were allocated.

Allocate Planned Orders Report

```
WO111  11/18/96  10.21.58              ALLOCATE PLANNED ORDERS REPORT                EC/CTINDY    PAGE   1

      All Parent Item Classes      All Parent Item Subclasses      All Finished Goods WH   All Component Warehouses

Company  Work Order  Parent Item Number    Work Order Quantity   Start Date     Due Date
-------------------------------------------------------------------------------------------------------------------
 01      90211    A170                    2.000     4/05/96        0/00/00          NOT ALLOCATED
```

This report prints following your selections on the Report Options Screen, which appears after you press ENTER on the Allocate Planned Orders Screen (p. 5-3) if you keyed Y in the *Print Report* field. The planned orders matching your selection criteria for which inventory has been allocated (release ready), allocated (material short), or not released, as indicated on this report, are printed. This report prints the

- company associated with the allocated order
- work order number of the planned order you selected to allocate
- parent item number allocated through this option
- quantity of the parent item that was allocated
- start date used to designate the planned work orders you selected to allocate (work orders with a date prior to or equal to this date are allocated)
- due date used to designate the planned work orders you selected to allocate (work orders with a date prior to or equal to this date are allocated)
- status of the planned order, which may be
  - Allocated - Release Ready (this indicates that all inventory has been allocated and no backorders exist)
  - Allocated - Material Short (this indicates that not all inventory was allocated and backorders exist; if at least one item on the work order can be allocated, this option will continue to process and allocate the items that match the selection criteria)
  - Not Allocated (this indicates that no inventory was allocated)

CHAPTER 6 Releasing Work Orders

6

Use the Release Work Orders option on the Value Added Services Main Menu (MENU WOMAIN) to release "(O)rder" type work orders and print work order packet documents for a specific work order or all work orders that match selection criteria. You can reprint documents for a specific work order only. Use the selection criteria available through this option to release one or more work orders and determine the documents to print. You can release a single work order or release all work orders that are ready for release (allocated) within the range of one or more of the following criteria:

- Parent item number, item class, and item sub-class
- Start date and due date
- Finished goods warehouse and component warehouse

After you select the criteria for which you want to release work orders and print documents, Distribution A+ validates the criteria to determine if there are work orders ready for release that match the selected criteria. If work orders are found, this option will release the work order for production by:

- Printing the work order packet, which consists of some or all of the following:
  - Work Order Pick List

    NOTE: Once the Work Order Pick List is printed, the status of the work orders being released changes.

  - Work Order Traveler
  - Outside Service PO
  - Outside Service Receiving List

If no work orders are found matching the criteria, a message appears informing you that no work orders were released.

Through this menu option you can print work order packet documents for a specific work order or all work orders that match selection criteria and reprint documents for a specific work order only. The function of reprinting documents can be performed through this menu option only, with the exception of the Work Order Traveler (p. 6-20).

If you access this menu option through Maintain Work Orders (MENU WOMAIN), you can only print documents for a specific work order and cannot reprint documents, with the exception of the Work Order Traveler (p. 6-20).

If you access this menu option through Work Order Inquiry (MENU WOMAIN), you can only print documents for those work orders you “marked” and cannot reprint documents, with the exception of the Work Order Traveler (p. 6-20).

If you maintain work orders (add, change or delete components) after the initial Work Order Pick List has printed, note the following:

- You should reprint the initial Work Order Pick List in order to show the changes or deletions.
- You need to release to the production floor any new items added to the work order and then print a new Work Order Pick List to generate a new pick list run number.

Release Work Orders

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order Release Screen	Used to designate which work orders you want to release.
Work Order Packet Print Screen	Used to determine if certain documents will print, the documents’ properties, and whether or not to release work orders with material shortages.
Outside Service Purchase Orders List Screen	Used to select the purchase order you want to print on the O/S Purchase Order List or the O/S Receiving List.
Work Order Pick List	Lists detail pick list run information.
Work Order Traveler	Lists information to track a work order through all of its routing sequences.
Outside Service Purchase Order	Lists detail item information for the selected outside service shipment and routing sequence associated with the work order.
Outside Service Receiving List	Lists detail item information for the selected outside service receipt and routing sequence associated with the work order.

Work Order Release Screen

```
                    WORK ORDER RELEASE

Company?                01     (01-99)
Work Order No:          ......

                        - or -
Parent Item No:         ............................
Parent Item Class:      ...       to       ...
Parent Item Subclass:   ...       to       ...

Start Date:             .......
Completion Date:        .......
Job Number:             ................

Finished Goods WH?      ...
Component Warehouse?    ...

                                                F3=Exit
```

This screen appears after you select the Release Work Orders option on the Value Added Services Main Menu (MENU WOMAIN). Use this screen to designate which work orders you want to release through the use of at least one of the selection criteria provided. Work orders will be released only if the *Work Order Pick List* field is Y on the Work Order Packet Print Screen (p. 6-8).

You can also use this screen to select a specific work order or all work orders for which you want to print work order packet documents, or a specific work order for which you want to reprint documents. Refer to the *Work Order No* field for details.

To designate the release of a specific work order only, use the *Company* and *Work Order No* fields. After you press ENTER, Distribution A+ will automatically fill in the *Finished Goods WH* and the *Component Warehouse* associated with the company and work order number you entered.

NOTE: For the rules of entering From and To ranges, refer to the Cross Applications User Guide.

Work Order Release Screen Fields and Function Keys

Field/Function Key	Description
Company	This field is required only if Distribution A+ is tailored to use multiple companies through System Options Maintenance (MENU XAFILE). Otherwise, this field is display only and the default company displays. Key the company number associated with the work order you want to release. *Default Value:* The default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A company number created through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
Work Order No	Key the number of the allocated work order you want to release and/or key the number of the work order for which you want to print/reprint work order packet documents. Leave this field blank if you want to release multiple work orders that match selection criteria keyed on this screen and print documents for all the work orders that match the criteria. NOTE: Work orders on hold will not be released. **Important** You must key a work order number in this field if you want to reprint documents, with the exception of the Work Order Traveler (p. 6-20). This is the only place from which you can reprint documents. *Valid Values:* A work order entered through Maintain Work Orders (MENU WOMAIN) or altered through Order Entry, if tailoring options to alter work orders through Order Entry are allowed. (A 5) Optional
Parent Item No	Key the parent item associated with the work order you want to release through this option. *Valid Values:* Any valid parent item that has been setup through Item Master Maintenance (MENU IAFILE), and defined as a manufactured parent through Bill of Material Maintenance (MENU WOFILE). (A 27) Optional

Work Order Release Screen Fields and Function Keys

Field/Function Key	Description
Parent Item Class	Use this field to select the range of item classes you wish to release work orders for. Key the appropriate item class or range of the item classes. NOTE: The *From* parent item class cannot be greater than the *To* parent item class. *Valid Values:* Any item class category defined through Item Class/Sub-Class Maintenance (MENU IAFILE). (2 @ A 2) Optional
Parent Item Subclass	Use this field to select the range of item sub-classes you wish to release work orders for. Key the appropriate item sub-class or range of sub-classes. NOTE: The *From* parent item sub-class cannot be greater than the *To* parent item sub-class. *Valid Values:* Any item sub-class category defined through Item Class/Sub-Class Maintenance (MENU IAFILE). (2 @ A 2) Optional
Start Date	Use this date field to release work orders with a start date prior to or equal to the date you enter in this field. This allows you to limit the release of work orders by using the start date entered on the work order through Maintain Work Orders (MENU WOMAIN). Key the appropriate date. Key the date using the *Default Date Format* for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's *Default Date Format* specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Completion Date	Use this date field to release work orders with a completion date prior to or equal to the date you enter in this field. This allows you to limit the release of work orders by using the due date entered on the order through Maintain Work Orders (MENU WOMAIN). Key the appropriate date. Key the date using the *Default Date Format* for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's *Default Date Format* specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Work Order Release Screen Fields and Function Keys

Field/Function Key	Description
Job Number	Use this field to release work orders with the job number you enter in this field. This allows you to narrow down the allocation of planned orders by using the job number entered on the order through Maintain Work Orders (MENU WOMAIN). Key the appropriate job number. (A 15) Optional
Finished Goods WH	Use this field to release work orders for the finished goods warehouse that you key in this field. Key the appropriate finished goods warehouse. NOTE: If you key a company number in the *Company* field and a work order in the *Work Order No* field and press ENTER, Distribution A+ automatically fills in this field for you with the finished goods warehouse associated with the company and work order number you entered. You can override this warehouse. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse that is used for finished goods. This warehouse must be the finished goods warehouse for the work order, if you key a work order number in the *Work Order No* field. (A 2) Required
Component Warehouse	Use this field to release work orders for the component warehouse that you key in this field. Key the appropriate component warehouse. NOTE: If you key a company number in the *Company* field and a work order in the *Work Order No* field and press ENTER, Distribution A+ automatically fills in this field for you with the component warehouse associated with the company and work order number you entered. You can override this warehouse. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse from which components are picked. This warehouse must be the component warehouse for the work order, if you key a work order number in the *Work Order No* field. (A 2) Required
F3=Exit	Press this key to cancel this option. MENU WOMAIN appears.

Work Order Release Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press this key to confirm your selections. If there are no errors, you must press this key a second time to confirm your selections. The Work Order Packet Print Screen (p. 6-8) appears, where you can select which work order related documents you want to print or reprint.

Work Order Packet Print Screen

```
                    WORK ORDER PACKET PRINT
                Co: 01   Work Order No: W0006

        Print                                                  Output Queue
Work Order Pick List:            Y          (Y,N)               QPRINT.....
  Routing Step:                  *NEXT      (*ALL,*NEXT,*SAME)
  Pick List Run #:               ..........  (Reprint Only)

Work Order Traveler:             Y          (Y,N)               QPRINT.....
  No. of Blank Activity Lines:   2          (0-99)

O/S Purchase Orders:             Y          (Y,N)               QPRINT.....
  PO Number?                     .......

O/S Receiving List:              Y          (Y,N)               QPRINT.....
  PO Number?                     .......

Release with Material Shortages: N          (Y,N)
Submit to Batch:                 Y          (Y,N)



                                                F4=List P/L Run   F3=Cancel
```

This screen appears after you press ENTER on the Work Order Release Screen (p. 6-3). Use this screen to determine if certain documents will print following this menu option, the information that will be print on the document, the output queue to which the documents will be sent, and whether or not you will be releasing work orders with material shortages. Additionally, if you selected a specific work order on the Work Order Release Screen (p. 6-3), you can use this screen to print or reprint work order packet documents for the selected work order.

The default values displayed on this screen are those you defined through Work Order Options Maintenance (MENU WOFILE), with the exception of the last two fields, which are protected and cannot be changed.

This screen also displays from Maintain Work Orders (MENU WOMAIN) and Work Order Inquiry (MENU WOMAIN). If you access this screen from either menu option, the following differences exist:

- The **Pick List Run #** field does not appear.
- The **PO Number** fields do not appear.
- The F4=LIST P/L RUN function key does not appear.
- The **Submit to Batch** field is set to N and cannot be changed.

If you access this menu option through Maintain Work Orders (MENU WOMAIN), you will only be able to print documents for that specific work order and will not be able to reprint documents, with the exception of the Work Order Traveler (p. 6-20). If you access this menu option through Work Order Inquiry (MENU WOMAIN), you will only be able to print documents for those work orders you “marked” and will not be able to reprint documents, with the exception of the Work Order Traveler (p. 6-20).

You can only reprint documents through this menu option by keying a work order number in the **Work Order No** field on the Work Order Release Screen (p. 6-3).

NOTE: If the **Allow WO Pick on CR Hold** and/or **Allow WO Pick on SP Hold** fields in Work Order Options Maintenance (MENU WOFILE) is/are set to N, you will be restricted from printing the WO Pick List from this screen if the sales order was placed on Credit (CR) or Slow Pay (SP) hold in Order Entry. The message "**Cannot print WO Pick - Associated sales order on CR or SP hold**" will appear on this screen. That is, if during Order Entry a sales order contains a special order parent item that requires work order processing and you access Maintain Work Orders (MENU WOMAIN) to create the work order (and associated PO and special order records) via F23=WO on the Item Review Screen, when you return to Order Entry, if the sales order gets placed on a CR or SP hold, you will then be restricted from printing the WO Pick List from this screen. However, when accessing Maintain Work Orders via Order Entry, if the WO Pick List is printed at that point, prior to the completion of the sales order in OE, the CR/SP edit cannot be performed since the sales order holds are not determined until the End Order Screen is accessed.

Work Order Packet Print Screen Fields and Function Keys

Field/Function Key	Description
Co	This field only displays if you entered a specific work order number on the Work Order Release Screen (p. 6-3). The company number associated with the work order you selected on the Work Order Release Screen (p. 6-3). Display
Work Order No	Thid field only displays if you entered a specific work order number on the Work Order Release Screen (p. 6-3). The work order selected on the Work Order Release Screen (p. 6-3). Display

Work Order Packet Print Screen Fields and Function Keys

Field/Function Key	Description
Work Order Pick List	This field determines whether or not the Work Order Pick List (p. 6-19) will print following this menu option. Key Y to print the Work Order Pick List (p. 6-19) after the release of the appropriate work orders. If the work orders are not in a "release ready" status, a break message will appear informing you that no pick lists are available for the selection criteria. NOTE: If you selected a specific work order number in the **Work Order No** field on the Work Order Release Screen (p. 6-3), you must key Y in this field if you key a number in the **Pick List Run #** field. Key **N** if you do not want this listing to print. *Default Value:* The default value defined through Work Order Options Maintenance (MENU WOFILE). (A 1) Required
Output Queue (Pick List)	This field determines to what output queue the Work Order Pick List (p. 6-19) will be directed for printing. Key the desired output queue ID or accept the default value. *Default Value:* Based on the component warehouse of the work order, the default value you defined through Work Order Options Maintenance (MENU WOFILE), or the output queue entered through Output Queue Overrides Maintenance (MENU XAFILE). *Valid Values:* A valid IBM i output queue. (A 10) Required
Routing Step (Pick List)	This field determines the inventory that will print on this listing: • *ALL includes all routing steps for the designated work order. • *NEXT includes only inventory for the next routing step for which a Pick List has not yet been printed for the designated work order. Distribution A+ will locate the next routing step and include that routing step and any unpicked items prior to that routing step. • *SAME includes inventory for the last routing step for which a Pick List was printed for the designated work order. Distribution A+ will locate the same routing step and include only that routing step on the list. Key the desired routing step value or accept the default value. *Default Value:* The default value you defined through Work Order Options Maintenance (MENU WOFILE). (A 4 or A 5) Required

Work Order Packet Print Screen Fields and Function Keys

Field/Function Key	Description
Pick List Run #	This field does not appear if you access this screen from Maintain Work Orders (MENU WOMAIN) or Work Order Inquiry (MENU WOMAIN). This field appears only if you access this screen through this menu option and only if you enter a specific work order number on the Work Order Release Screen (p. 6-3). This field is required if you are reprinting documents and blank if you are printing documents for the first time. This field enables you to select which Work Order Pick List you want to reprint for the work order you selected on the Work Order Release Screen (p. 6-3). Key the pick list run number of the pick list you want to reprint (if you key a number in this field, the **Work Order Pick List** field must be Y). Press F4=LIST P/L RUN if you do not recall the pick list run number you want to select. Leave this field blank to release components of the work order (with a status of "pick ready") that have not yet been released for this work order. The Work Order Pick List for the work order also will print. (N 9,0) Required/Blank
Work Order Traveler	This field determines whether or not the Work Order Traveler (p. 6-20) will print following this menu option based on the component warehouse of the work order,. Key Y to print this document. If you key Y in this field and entered a work order number in the **Work Order No** field on the Work Order Release Screen (p. 6-3), this document will print for that work order number only (even if this document for that work order has already been printed). If you key Y in this field and did not enter a work order number in the **Work Order No** field on the Work Order Release Screen (p. 6-3), this document will print for only those work orders for which a traveler has not yet been printed. If you want to reprint this document, be sure to key a work order number in the **Work Order No** field on the Work Order Release Screen (p. 6-3). Key N if you do not want this document to print. *Default Value:* The default value defined through Work Order Options Maintenance (MENU WOFILE). (A 1) Required

Work Order Packet Print Screen Fields and Function Keys

Field/Function Key	Description
Output Queue (WO Traveler)	This field determines to what output queue the Work Order Traveler (p. 6-20) will be directed for printing based on the component warehouse of the work order,. Key the output queue ID or accept the default value. *Default Value:* The default value you defined through Work Order Options Maintenance (MENU WOFILE) or the output queue entered through Output Queue Overrides Maintenance (MENU XAFILE). *Valid Values:* A valid IBM i output queue. (A 10) Required
No. of Blank Activity Lines	This field determines the number of blank activity lines that will print on the Work Order Traveler (p. 6-20). A series of blank lines are provided on the document so that the user of each work center can manually write in production activity information for that particular routing sequence. The following header fields and blank lines will print on the Work Order Traveler (p. 6-20) when activity lines are printed for a routing sequence: • Employee # • Start Date • Start Time • Stop Date • Stop Time • Quantity Completed • Quantity Scrapped Key the desired number of blank activity lines to print. *Default Value:* The default value you defined through Work Order Options Maintenance (MENU WOFILE). (N 2,0) Optional
O/S Purchase Orders	This field determines whether or not the Outside Service Purchase Order (p. 6-25) will print following this menu option. Key Y to print this document. Key N if you do not want this document to print. Refer to the **PO Number** field if you want to reprint a specific Outside Service Purchase Order (p. 6-25) for a particular work order. *Default Value:* The default value defined through Work Order Options Maintenance (MENU WOFILE). (A 1) Required

Work Order Packet Print Screen Fields and Function Keys

Field/Function Key	Description
Output Queue (O/S Purchase Orders)	This field determines to what output queue the Outside Service Purchase Order (p. 6-25) will be directed for printing based on the component warehouse of the work order. Key the desired output queue ID or accept the default value. *Default Value:* The default value you defined through Work Order Options Maintenance (MENU WOFILE) or the output queue entered through Output Queue Overrides Maintenance (MENU XAFILE). *Valid Values:* A valid IBM i output queue. (A 10) Required
PO Number	This field does not appear if you access this screen from Maintain Work Orders (MENU WOMAIN) or Work Order Inquiry (MENU WOMAIN). This field displays only if you accessed this screen through this menu option and only if you entered a specific work order number on the Work Order Release Screen (p. 6-3). This field is required if you are reprinting documents and optional if you are printing documents for the first time. This field determines the Outside Service Purchase Order (p. 6-25) that will be printed or reprinted for the specified work order. Key the specific purchase order you want to print or reprint. Leave this field blank to print all purchase orders that have not yet been printed for the selected work order. NOTE: If you do not know the number of the purchase order you want to reprint, key a ? in this field and press ENTER to access the Outside Service Purchase Orders List Screen (p. 6-17), where you can review and/or select the purchase order. (A 6) Required/Optional
O/S Receiving List	This field determines whether or not the Outside Service Receiving List (p. 6-27) will print based on the component warehouse of the work order. Key Y to print this document. Key N if you do not want this document to print. Refer to the **PO Number** field if you want to reprint a specific Outside Service Receiving List (p. 6-27) for a particular work order. *Default Value:* The default value defined through Work Order Options Maintenance (MENU WOFILE). (A 1) Required

Work Order Packet Print Screen Fields and Function Keys

Field/Function Key	Description
Output Queue (O/S Receiving List)	This field determines to what output queue the Outside Service Receiving List (p. 6-27) will be directed based on the component warehouse of the work order. Key the output queue ID or accept the default value. *Default Value:* The default value you defined through Work Order Options Maintenance (MENU WOFILE) or the output queue entered through Output Queue Overrides Maintenance (MENU XAFILE). *Valid Values:* A valid AS/400 output queue. (A 1) Required
PO Number	This field does not appear if you access this screen from Maintain Work Orders (MENU WOMAIN) or Work Order Inquiry (MENU WOMAIN). This field appears only if you accessed this screen through this menu option and only if you entered a specific work order number on the Work Order Release Screen (p. 6-3). This field is required if you are reprinting documents and optional if you are printing documents for the first time. This field determines the Outside Service Receiving List (p. 6-27) that will be printed or reprinted for the specified work order. Key the specific purchase order associated with the receiving list you wish to print or reprint. Leave this field blank and the other **PO Number** field blank to print all receiving lists associated with the specified work order. Leave this field blank and key a value in the other **PO Number** field to print a receiving list for that PO number only. NOTE: If you do not know the number of the purchase order you want to reprint, key a ? in this field and press ENTER to access the Outside Service Purchase Orders List Screen (p. 6-17), where you can review and/or select the desired purchase order. (A 6) Required/Optional

Work Order Packet Print Screen Fields and Function Keys

Field/Function Key	Description
Release with Material Shortages	This field determines whether or not you want to release work orders with at least one component short on available inventory. At least one component must have some quantity that is able to be picked in order for the order to be released. Also, the release function will only occur if the *Work Order Pick List* field is Y. Key Y to release partial quantities of a work order. This allows you release work orders for which inventory is not completely stocked in your warehouse. Key N if you do not want to release any work orders that are backorders. This will not allow you to release any work orders that do not have the full quantity available. This requires you to wait to release any work orders until all inventory for that work order can be filled. NOTE: You can pick backordered line items at a later date. *Default Value:* N (A 1) Required
Submit to Batch	Jobs sent to the batch subsystem will enable you to continue working on your workstation. Jobs that run interactively tie up your workstation until processing of the job is complete. Key Y to send this print job to the batch subsystem. Key N to process the job interactively. *Default Value:* If you access this screen from this menu option, Y is the default value and can be changed. If you access this screen from Maintain Work Orders (MENU WOMAIN) or Work Order Inquiry (MENU WOMAIN), N is the default value and cannot be changed. (A 1) Required
F3=Exit	Press F3=EXIT to cancel this option. MENU WOMAIN appears if you accessed this screen through Release Work Orders (MENU WOMAIN). The Work Order Summary Information End Order Screen (p. 3-61) will redisplay if you accessed this screen using F5=RLS/PRt on that screen.
F4=List P/L Run	The F4=LIST P/L RUN function key does not appear if you access this screen from Maintain Work Orders (MENU WOMAIN) or Work Order Inquiry (MENU WOMAIN). This key appears only if you accessed this screen through this menu option and only if you entered a specific work order number on the Work Order Release Screen (p. 6-3). Press F4=LIST P/L RUN to select a pick list run number for the selected work order for which you want to reprint a document. The Pick List Runs Screen (p. 3-8) will appear.

Work Order Packet Print Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The work orders are released, if the **Work Order Pick List** field is Y, and the selected documents are processed and sent to the indicated output queue. MENU WOMAIN then appears. If there are no work orders ready for release and that met your selection criteria, you will receive a break message informing you that no work orders were released. If you key a ? in either of the **PO Number** fields and press ENTER, the Outside Service Purchase Orders List Screen (p. 6-17) appears.

Outside Service Purchase Orders List Screen

```
                         O/S PURCHASE ORDERS LIST

      Co:            01                 Select for: O/S Purchase Order
      Work Order No: W0009
                                                                 PO Print
 Sl   PO Num   Yend #          Vendor Name            Due Date     Date
  1   M00004   2700     SPARTAN CHEMICAL COMPANY       10/23/15   12/14/15

                                                                     Last

Selection: _
                                                                 F12=Return
```

This screen appears after you key a ? in either of the **PO Number** fields on the Work Order Packet Print Screen (p. 6-8) and press ENTER. Use this screen to select the purchase order you want to print on the Outside Service Purchase Order (p. 6-25) or the Outside Service Receiving List (p. 6-27), depending upon which **PO Number** field you keyed a ? in on the Work Order Packet Print Screen (p. 6-8).

Outside Service Purchase Orders List Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number associated with the work order for which you selected to print or reprint work order packet documents. Display
Work Order No	The work order for which you selected to print or reprint work order packet documents. Display
Select for	The document type, **O/S Purchase Order** or **O/S Receiving List**, selected for the specific purchase order search. Display
Sl	The reference number of the outside service purchase orders displayed on this screen. Display

Outside Service Purchase Orders List Screen Fields and Function Keys

Field/Function Key	Description
PO Num	The purchase order number associated with the selected outside service for this work order. Display
Vend #	The number of the vendor performing the outside service for this purchase order. Display
Vendor Name	The name of the vendor performing the outside service for this purchase order. Display
Due Date	The due date of the work order being processed for printing and reprinting of work order packet documents. Display
PO Print Date	The purchase order print date of the purchase order displayed on this screen. If a date displays in this field it indicates that the Outside Service Purchase Order (p. 6-25) has been printed; otherwise, this field is blank. Display
Selection	Use this field to select one of the purchase orders displayed on this screen to assign it to print on either the Outside Service Purchase Order (p. 6-25) or the Outside Service Receiving List (p. 6-27), depending upon which corresponding **PO Number** field you keyed a ? in on the Work Order Packet Print Screen (p. 6-8). Key the reference number in the **SI** column that corresponds to the purchase order number you want to select and press ENTER. If you select a purchase order number that does not have a date shown in the **PO Print Date** field, it indicates that you are printing the Outside Service Purchase Order (p. 6-25) for the first time. If you select a purchase order number that does have a date shown in the **PO Print Date** field, it indicates that you are reprinting the Outside Service Purchase Order (p. 6-25). (N 2,0) Optional
F3=Exit	Press F3=EXIT to return to the Work Order Packet Print Screen (p. 6-8).
Enter	After keying a number in the SELECTION field, press ENTER to confirm your selection. The Work Order Packet Print Screen (p. 6-8) appears, and the purchase order you selected will be displayed in the appropriate **PO Number** field.

Work Order Pick List

```
                                  W/O PICK LIST                  Page          1
                                              * REPRINT *        Print   12/14/15
                                                                 PL Run       262
                                                                 Time    13:48:53
Ship Work Order Customer Number                                  Order   08/18/15
 To:                                                             Start   08/18/15
                                                                 Due     08/18/15
Co/Cust          P.O. No                 Order No    Ship Instructions        WH
01/0000000995                            W0009/00                              1
-------------------------------------------------------------------------------
Item No/Description/Mfg Item No    Order       Ship         B/O  U/M   Loc   Seq
-------------------------------------------------------------------------------
W1111                             8.000       8.000        .000  EA  BELOW
  Lens                                                                      10
  MFGW1111
                                            8.000        LOC: 05.001.03
W1113                            64.000      64.000        .000  EA  BELOW
  Screws 1/8"                                                               30
  MFGW1113
                                           64.000        LOC: 07.001.05
W1114                             8.000       8.000        .000  EA  BELOW
  Mirror                                                                    40
  MFGW1114
                                            8.000        LOC: 10.001.01
W1112                             8.000       8.000        .000  EA  BELOW
  Aluminum Alloy Casing                                                     20
  MFG1112
                                            8.000        LOC: 12.001.02
                                                                 * COMPLETE *
```

This listing prints if you keyed Y in the **Work Order Pick List** field on the Work Order Packet Print Screen (p. 6-8). This listing shows the status and order information for this pick list. Use this listing to review detail pick list run information

This listing duplicates many of the same fields used in Print Pick Lists (MENU OEMAIN). This section will limit the explanation of this listing to only those fields that print when you have Value Added Services installed. For additional information, refer to Print Pick Lists (MENU OEMAIN) in the Order Entry manual.

NOTE: Work Order Pick Lists are also printed from Maintain Work Orders (MENU WOMAIN). In addition to the regular pick list print for your work orders, if you add a line item to a work order you must then print a pick list for that new line item. Each time you print a pick list for additional line items added to a work order, a new run number (**PL Run**) will be generated.

Work Order Pick List

Report/Listing Fields	Description
PL Run	This field represents the pick list run number associated with this pick list. Use this number in Maintain Work Orders (MENU WOMAIN) when performing pick confirmation.

Work Order Traveler

```
WO500  12/14/15  13.48.55      WORK ORDER TRAVELER        $$/APDEMO     PAGE   1
                                     W0009
PARENT ITEM:W1010
          Overhead Lens Unit
ORDER QTY:         8.000 U/M:EA                 SCHEDULED START DATE       08/18/ 15
COMPLETE:                BAL        8.000       SCHEDULED COMPLETION DATE 08/18/15
JOB NO:                                         RELEASE DATE              12/14/15
ORDER PRIORITY:3                                EFFECTIVE DATE            05/10/15
DRAWING NODRAWING NO FOR W1010                  REVISION LEVEL                 ORIG
                                                FG WH:1            COMPONENT WH:1
COMPONENTS
   COMPONENT ITEM NO/DESC.              QTY/PARENT   QTY NEEDED   U/M
    W1111                                   1.00000        8.000 EA
    Lens                                Overhead Lens Unit
    W1112                                   1.00000        8.000 EA
    Aluminum Alloy Casing               Overhead Lens Unit
    W1113                                   8.00000       64.000 EA
    Screws 1/8"                         Overhead Lens Unit
    W1114                                   1.00000        8.000 EA
    Mirror                              Overhead Lens Unit
ROUTING INFORMATION
ROUTING SEQ:   10
   DEPARTMENT:    ASBLY  Assembly Department
     WORK CENTER  ASBL   Assemble Product
        OPERATION ASSEM  Assemble
   EMP #  START DATE START TIME  STOP DATE STOP TIME QTY COMPLETED  QTY SCRAPPED
   -----  --------  --------    -------  -------   -------------  ------------
   -----  --------  --------    -------  -------   -------------  ------------
ROUTING SEQ:   20
   DEPARTMENT:    ASBLY  Assembly Department
     WORK CENTER  ASBL   Assemble Product
        OPERATION INSP   Inspect
                START TIME       QTY COMPLETED       QTY SCRAPPED
                --------         -----------         ----------
                --------         -----------         ----------
ROUTING SEQ:   30 O/S SHIP  VENDOR:2700   SPARTAN CHEMICAL COM  PO:M00004
   DEPARTMENT:    SH/RC  Shipping and Receiving
     WORK CENTER  SHIP   Shipping Dock
        OPERATION OASB   Outside Assembly Service
                START TIME       QTY COMPLETED       QTY SCRAPPED
                -------          -----------         ----------

WO500  12/14/15  13.48.55      WORK ORDER TRAVELER        $$/APDEMO     PAGE   2
                                     W0009
PARENT ITEM:W1010
          Overhead Lens Unit
ORDER QTY:         8.000 U/M:EA                 SCHEDULED START DATE       08/18/15
COMPLETE:                BAL        8.000       SCHEDULED COMPLETION DATE 08/18/15
JOB NO:                                         RELEASE DATE              12/14/15
ORDER PRIORITY:3                                EFFECTIVE DATE            05/10/15
DRAWING NODRAWING NO FOR W1010                  REVISION LEVEL                 ORIG
                                                FG WH:1            COMPONENT WH:1
                START TIME       QTY COMPLETE D      QTY SCRAPPED
                --------         -----------         ----------
ROUTING SEQ:   40 O/S RECPT VENDOR:2700   SPARTAN CHEMICAL COM  PO:M00004
   DEPARTMENT:    SH/RC  Shipping and Receiving
     WORK CENTER  RECV   Receiving Dock
        OPERATION BACK   Receive O/S Operations Back In
                START TIME       QTY COMPLETED       QTY SCRAPPED
                --------         -----------         ----------
                --------         -----------         ----------
```

The traveler document prints if you keyed Y in the **Work Order Traveler** field on the Work Order Packet Print Screen (p. 6-8). This document shows detail information required to make a parent item. Use this information to track a work order through all of its routing sequences.

NOTE: Routing sequences with a status of “suspended,” as designated through Maintain Work Orders (MENU WOMAIN), will not print on the traveler document.

Work Order Traveler Fields

Report/Listing Fields	Description
(Header Information)	The following header information prints about the work order: • *Parent Item*: The parent item for which the work order was issued. • *Quantity*: The quantity of ordered items for the work order. • *U/M*: The unit of measure of the parent item. • *Job No*: The job number associated with the work order. • *Order Priority*: The order priority assigned to the work order. Order priorities range from 1-7, where 1 = highest priority and 7 = lowest priority. • *Drawing No*: The engineering drawing number, if applicable, associated with the work order. • *Scheduled Start Date*: The scheduled start date for the work order. • *Scheduled Due Date*: The scheduled due date for the work order. • *Release Date*: The date that the work order was released. A work order can be released once inventory has been allocated through Allocate Planned Orders (MENU WOMAIN). • *Effective Date*: The effective date, if applicable, of the bill of material, used to determine which bill will be used when entering or inquiring on a work order. The most recent bill will be retrieved with an effective date prior to or equal to this date. • *Revision Level*: The latest revision level of the parent item, if applicable. This level is used to retrieve the bill of material that corresponds to this revision level when entering or inquiring on a work order. • *Finished Goods WH / Component WH*: The finished goods warehouse and the component warehouse, for which inventory has been allocated.

Work Order Traveler Fields

Report/Listing Fields	Description
(Co-Product Information)	The following co-product information, if applicable, prints about the work order: • *Co-product Item No/Desc*: The co-product item number and description, produced from the parent item. • *Qty/Parent*: The total quantity of parent items issued for the work order. • *Qty To Make*: The total quantity of co-products that will be produced from all the total quantity of parent items on the work order. • *U/M*: The stocking unit of measure associated with the co-products; the co-products will be put back into inventory using this unit of measure. • *CO / Order/GN*: The company number, order number, and generation associated with the co-product.
(Component Information)	The following component information prints for the work order: • *Component Item No/Desc*: The component item number and description. • *Qty/Parent*: The total quantity of parent items issued for the work order. • *Qty Needed*: The total quantity of components needed to make the parent items for the work order. • *U/M*: The stocking unit of measure associated with the components.

Work Order Traveler Fields

Report/Listing Fields	Description
(Routing Information Without Outside Service Shipments or Receipts)	If specific routing sequence comments have been entered for the parent item and you have designated specific comments to print on this document from Bill of Material Maintenance (MENU WOFILE), they will print in this section of the document under the corresponding routing sequence heading. The following routing information for this work order is printed for production activities with no outside service shipments or receipts: • *Routing Seq*: The routing sequence number of the work order. The routing sequence number identifies where in the work-flow this operation is being performed. • *Department*: The department code and description, which identifies where work or activity is performed for a work center. This field will not print again on this document unless the department code where the activity performed for a work center changes. • *Work Center*: The work center code and description, which identifies the individual location within a warehouse in the routing of an item where assembly or customization is performed. This field will not print again on this document unless the work center where the activity is performed changes. • *Operation*: The operation code and description, which identifies the particular process or procedures performed in the routing.
	• *Activity Lines*: A series of blank lines are provided so the user of each work center can manually write in production activity information for that particular routing sequence. The number of blank activity lines are defined in Work Order Options Maintenance (MENU WOFILE) and can be overridden through this menu option. The following header fields print when activity lines are printed for a routing sequence: • *Emp #* • *Start Date* • *Start Time* • *Stop Date* • *Stop Time* • *Qty Completed* • *Qty Scrapped*

Work Order Traveler Fields

Report/Listing Fields	Description
(Routing Information With Outside Service Shipments or Receipts)	If general routing comments have been entered for the parent item and you have designated general comments to print on this document from Bill of Material Maintenance (MENU WOFILE), they will print in this section of the document under the routing header without an associated routing. The following routing information for this work order is printed for production activity with either outside service shipments or receipts: • *Routing Seq*: The routing sequence number of the work order. The routing sequence number identifies where in the work-flow this operation is being performed. • *Vendor/(Description)*: The outside service vendor and their description. • *PO*: The purchase order number associated with this item. • *Department*: The department code and description, which identifies where work or activity is performed for a work center. This field will not print again on this document unless the department code where the activity performed for a work center changes. • *Work Center*: The work center code and description, which identifies the individual location within a warehouse in the routing of an item where assembly or customization is performed. This field will not print again on this document unless the work center where the activity is performed changes. • *Operation*: The operation code and description, which identifies the particular process or procedures performed in the routing. • *(Routing Specific Comments)*: This represents any specific comments associated with this routing sequence. • *Item No/Desc.*: The item number and description of the item for this outside service Purchase Order. • *Quantity*: The total quantity of the item for this outside service Purchase Order. • *U/M*: The unit of measure of the item for this outside service Purchase Order.

Outside Service Purchase Order

```
677000-07                                    1
      WORK ORDER PROCESSING VENDOR        A & C Office Supply
      1 James P. Murphy Highway          1025 Main Street
  WOVEND                                Dock B
      Warwick R.I., 02906                Providence          RI 02910
                                    Testing Line #3
                                    BOSNIA
01 1  11/21/96
        677000-07                                    TMD


              WORK ORDER:02881  SEQ:0010
               Routing sequence comments, if any, print here for the outside service PO
A500                 11/21/96      1.000 BX      2.00000 BX  N      2.00
   Computer Disk 1.44 2HD                                          ---------
   Magnetic Flux - Teflon Coated
   09987
A300                 11/21/96      2.000 EA      9.00000 EA  N     18.00
   Desk Set Kit                                                  ---------
   this is the second description
   ASDF
A120                 11/21/96      1.000 BOX     8.00000 BOX N      8.00
   Sharp Super Sensitive Fax Paper
   6/ Box - second desc line                                      ---------
   MFG# 34567IA

A170                 11/21/96      2.000 EA      9.00000 EA  N     18.00
   3-Ring Binder - 2" Blue          ________

   TEST MANUF
   ==============================================================================

      Pack all the items in one box and get it ready for shipment.
      Place the box on the loading dock and wait for the carrier.
      Make sure the carrier signs the sheet.



                                        SUBTOTAL      46.00
                                        TAX            .00
                                              -----
                                          TOTAL      46.00
```

This document prints if you keyed Y in the **O/S Purchase Orders** field on the Work Order Packet Print Screen (p. 6-8). This document prints detail item information for the selected outside service shipment and routing sequence associated with the work order. Blank lines are provided so that you may record actual ship quantities.

This document also contains routing sequence specific comments for that outside service.

NOTE: This PO prints the same fields used on the Purchase Order generated from Print Purchase Orders (MENU POMAIN). This section limits the explanation of this document to those fields that print when you have Value Added Services installed. For additional information, refer to Print Purchase Orders (MENU POMAIN) in the Purchasing manual.

Outside Service Purchase Order Fields

Report/Listing Fields	Description
(PO Number)	This field prints the number of the PO followed by a dash, with the number representing the amount of times the Purchase Order has been printed.
Work Order	This field prints the work order associated with the outside service PO.
(Routing) SEQ	This field prints the sequence number associated with the outside service PO.
(Routing Comment)	This field prints routing sequence comments, if any, associated with the outside service PO.
(Blank Lines)	Blank lines print so that you can record actual ship quantities. Use this PO to record the actual ship quantities that you entered through Maintain Production Activity (MENU WOMAIN).

Outside Service Receiving List

```
PO371    CO/PO NUMBER: 01/677000                RECEIVING LIST                11/26/96      Page     1
      W/O NO: 90210   SEQ: 0050                BY PO NUMBER

    VENDOR:
    WOVEND WORK ORDER PROCESSING VENDOR      SHIP VIA:                ORDER DATE: 11/21/96        BUYER:
        1 James P. Murphy Highway          FOB:              LAST REC DATE:              APPRVD: TMD
                                    TERMS:                WAREHOUSE: 1
        Warwick R.I., 02906            QUOTE NO:
================================================================================================================
==============
                                          DUE        QTY        QTY            UNIT      TOTAL
 SEQ OUR ITEM NUMBER          ITEM DESCRIPTION              DATE        DUE    U/M   RCVD            COST     AMOUNT
================================================================================================================
==============
 10 A500                 Computer Disk 1.44 2HD        11/21/96       1.000  BX  _________       _________ _________
                        Magnetic Flux - Teflon Coated
 20 A300                 Desk Set Kit                11/21/96       2.000  EA  _________       _________ _________
                        this is the second description
 30 A120                 Sharp Super Sensitive Fax Paper 11/21/96       1.000  BOX _________       _________ _________
                        6/ Box - second desc line
 40 A170                 3-Ring Binder - 2" Blue       11/21/96       2.000  EA  _________       _________ _________
================================================================================================================
==============

      Routing sequence comments, if any, print here for the outside service receipt.
```

This document prints if you keyed Y to the **O/S Receiving List** field on the Work Order Packet Print Screen (p. 6-8). This document shows detail item information for the selected outside service receipt and routing sequence associated with the work order. It also contains routing sequence specific comments for that outside service receipt.

NOTE: This document duplicates many of the same fields used on the Receiving List (MENU POMAIN). This section limits the explanation of this document to those fields that print when you have Value Added Services installed. For additional information, refer to Receiving List (MENU POMAIN) in the Purchasing manual.

Outside Service Receiving List Fields

Report/Listing Fields	Description
W/O NO	This field prints the work order number associated with the outside service receipt. The work order number and routing sequence number takes the place, if Value Added Services is installed, of the requisition number that prints on a regular Receiving List.
(Routing) SEQ	This field prints the routing sequence number associated with the outside service receipt.
(Routing Comment)	This field prints routing sequence comments, if any, associated with the outside service receipt.

CHAPTER 7

Maintaining Production Activity

7

You can enter or maintain production activity for each routing sequence within a particular work order through the Maintain Production Activity option on the Value Added Services Main Menu (MENU WOMAIN). This enables you to track the activity performed in operations by each individual employee and to assign actual labor costs, if applicable. Through this option, you will be able to record the following information:

- Individual activity for each operation
- Total time needed to complete each activity
- Completed quantity for the items worked on for an operation
- Total quantity of items scrapped
- Labor sale to be used for costing, if applicable
- Outside service shipment information, if applicable
- Outside receipt shipment information, if applicable
- Routing sequences of each activity within the work order

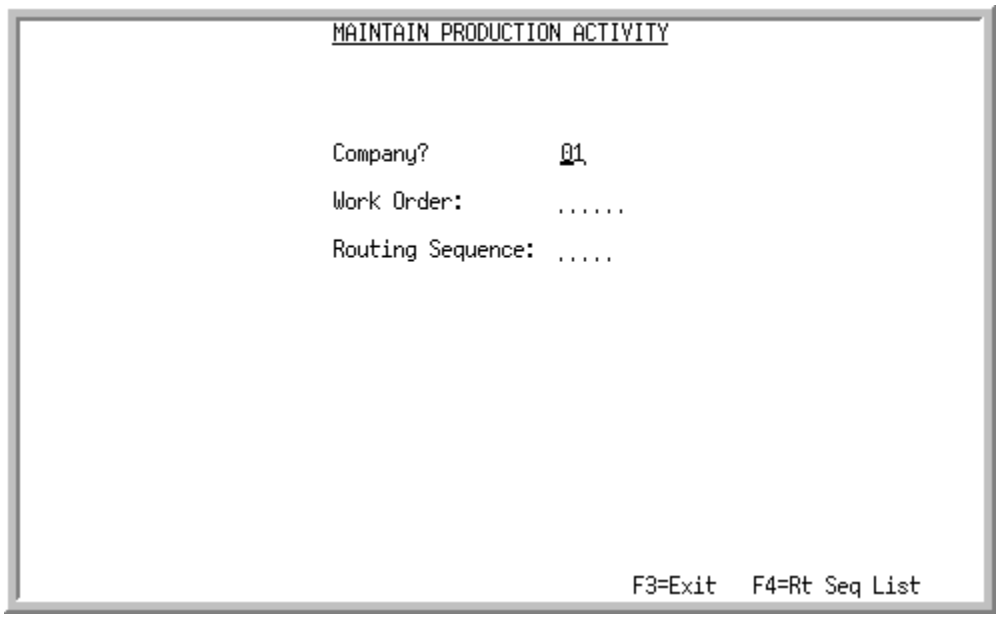
Maintain Production Activity

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Maintain Production Activity Selection Screen	Used to enter or change the production activity information of routing sequences within a work order.
Routing Sequences Screen	Used to select an existing routing sequence for which you want to enter or maintain production activity.
Production Activity Entry/Update Screen	Used to enter or change the production activity of a routing sequence for a particular work order.

Title	Purpose
Outside Service Shipping Activity Screen	Used to review or change the shipment quantity for the items displayed.

Maintain Production Activity Selection Screen



This screen appears after you select the Maintain Production Activity option from the Value Added Services Main Menu (MENU WOMAIN). Use this screen to enter or change the production activity information of routing sequences within a work order. It may be helpful to use the activity information written on the Work Order Traveler (p. 6-20) by the production personnel. The report prints blank lines where you can write in time and quantities completed for each operation.

Maintain Production Activity Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field appears only if you tailored Distribution A+ to be multi-company through System Options Maintenance (MENU XAFILE). Use this field to specify the company number associated with the work order and routing sequence for which you want to enter or change production activity. Key the appropriate company number. *Default Value:* The default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A company number created through Company Name Maintenance (MENU XAFILE) (N 2,0) Required

Maintain Production Activity Selection Screen Fields and Function Keys

Field/Function Key	Description
Work Order	Use this field to specify the work order for which you want to enter or change production activity. Key the appropriate work order. *Valid Values:* A work order number created through Maintain Work Orders (MENU WOMAIN). (A 5) Required
Routing Sequence	Use this field to specify the routing sequence within the work order for which you want to enter or change production activity. Key the appropriate routing sequence number or press F4 to access a list of valid routing sequences associated with the work order number you keyed in the *Work Order* field. *Valid Values:* A routing sequence number created through Bill of Material Maintenance (MENU WOFILE). (N 4,0) Required
F3=Exit	Press this key to cancel this option. MENU WOMAIN appears.
F4=Rt Seq List	After keying a work order number in the *Work Order* field, press this key to list the valid routing sequences associated with the work order. The Routing Sequences Screen (p. 7-5) appears.
Enter	Press this key to confirm your selections. The Production Activity Entry/ Update Screen (p. 7-8) appears.

Routing Sequences Screen

```
                          ROUTING SEQUENCES

Co:  1   Work Order: W0007
                                                   Report   Rout   Last
     Rout Seq   OprCd Description                   Act  Lab  Type  Act Dte
 1       10     SLIT  Slit Rolls of Paper            Y    Y         12/10/09
 2       20     CUT   Cut Sheets to Size             Y    Y         12/11/09
 3       23     OASB  Outside Assembly Service       Y    N    S
 4       25     BACK  Receive O/S Operations Back In Y    N    R    12/11/09
 5       30     WRAP  Wrap Item into Packaging       Y    Y         12/11/09
 6       40     PACK  Pack Items into Boxes          Y    Y

                                                                      Last

Select Ref No: _

                                                   F3=Exit   F12=Return
```

This screen appears after you key a work order number in the *Work Order* field and press F4 on the Maintain Production Activity Selection Screen (p. 7-3). This screen lists all valid routing sequences associated with the indicated work order, as entered through Maintain Work Orders (MENU WOMAIN). Use this screen to select an existing routing sequence for which you want to enter or maintain production activity.

NOTE: A routing sequence that has been suspended will not appear on this screen.

Routing Sequences Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number associated with the corresponding routing sequence. Key this number in the *Select Ref No* field to enter or change production activity information for this routing sequence. Display
Rout Seq	This field displays the routing sequence number associated with the corresponding operation. Routing sequences appear in descending order on this screen by this routing sequence code. NOTE: A routing sequence that has been suspended will not appear on this screen. Display

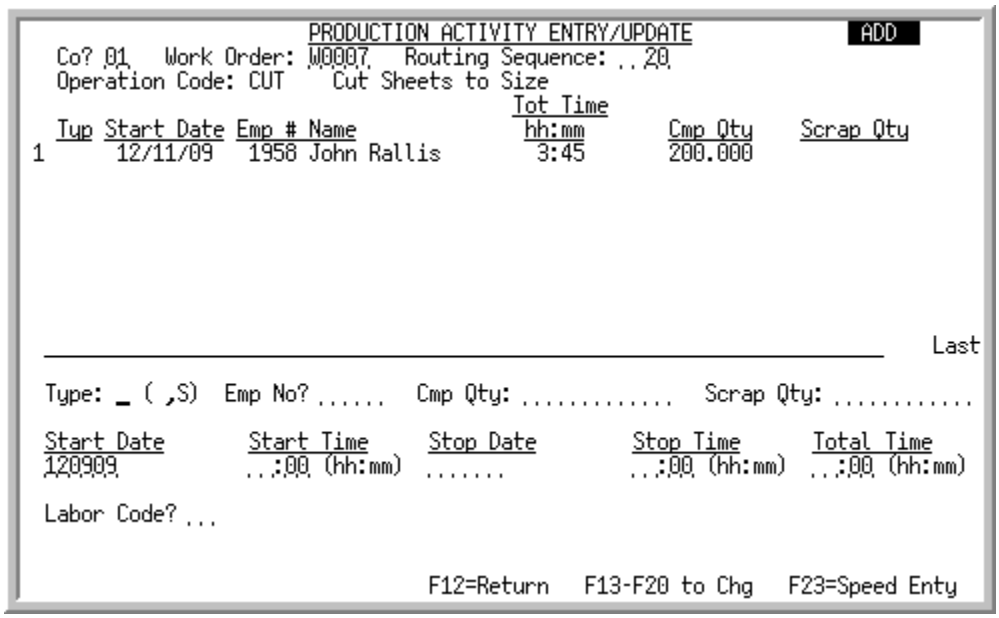
Routing Sequences Screen Fields and Function Keys

Field/Function Key	Description
OprCd	This field displays the operation code used to describe the particular process or customization that occurs at this step in the routing sequence. Operation codes are defined through Operations Maintenance (MENU WOFILE). Display
Description	This field displays the description associated with the operation code in the *OprCd* field. This description is for the particular operation to be performed at this step in the routing sequence. Display
Report Act	This field indicates if production activity can be maintained for this routing sequence on the Production Activity Entry/Update Screen (p. 7-8). Activity cannot be recorded for this routing sequence if N (No) displays in this field. NOTE: You can change this code for any routing step using Maintain Work Orders (MENU WOMAIN). Display
Report Lab	This field indicates if labor can be maintained for this routing sequence on the Production Activity Entry/Update Screen (p. 7-8). Labor cannot be recorded for this routing sequence if N (No) displays in this field. Display
Rout Type	This field indicates the routing type for this sequence. S displays in this field if this operation represents a shipment to an outside vendor. You can report actual ship quantities for this routing step by pressing F5 on the Production Activity Entry/Update Screen (p. 7-8). R displays in this field if this operation represents a receipt from an outside vendor. You can report actual PO receipt quantities by pressing F5 on the Production Activity Entry/Update Screen (p. 7-8). This field is blank if this operation is performed in-house and no special processing is used for shipping or receiving items to/from a service vendor. Display
Last Act Dte	This field indicates the last activity date of the routing sequence for this work order. Display

Routing Sequences Screen Fields and Function Keys

Field/Function Key	Description
Select Ref No	Use this field to select one of the routing sequences on this screen. Key the number displayed in the *Reference Number* column that corresponds to the routing sequence for which you want to enter or change production activity. You cannot update production activity for routing sequences that are currently being updated at another workstation. If you try to select a routing sequence that is being used at another workstation, a message will appear at the bottom of the screen indicating which workstation is currently updating that routing sequence. (N 2,0) Required
F3=Exit	Press this key to cancel this option. MENU WOMAIN appears.
F12=Return	Press this key to return to the Maintain Production Activity Selection Screen (p. 7-3) without selecting a routing sequence.
Enter	Press this key after keying the reference number in the *Select Ref No* field of the routing sequence for which you want to enter or change production activity. The Production Activity Entry/Update Screen (p. 7-8) will appear for the selected routing sequence.

Production Activity Entry/Update Screen



This screen appears after you enter a reference number in the S*elect Ref No* field on the Routing Sequences Screen (p. 7-5) and press ENTER, or after you press ENTER on the Maintain Production Activity Selection Screen (p. 7-3). This screen displays the production activity for the routing sequence you selected (the routing sequence and whether it represents an outside service shipment, receipt, or neither, appears on the top portion of the screen, as well as the company number and work order number).

Use this screen to enter or change the production activity of a routing sequence for a particular work order (in change mode, certain fields will be display-only and will be identified as such at the field level). You can track which operations an employee performed, the date and amount of time spent on each operation, the quantity of completed items, the quantity of items scrapped, and report actual labor information, if applicable.

When changing the activity for a routing step, you can adjust time spent on a routing step. Once partial receipts are posted, the time cannot be decreased below the value of labor already posted to General Ledger. Any increase in hours will be posted during the next receipt or final close of the work order.

Production Activity Entry/Update Screen Fields and Function Keys

Field/Function Key	Description
(Header Information)	The company number, work order number, and routing sequence you selected to work with appears in the header portion of this screen. Production activity associated with this information appears in the middle portion of this screen. You can change any of this information to review production activity for another routing sequence. This eliminates the need to return to the previous screen to re-select information for which you want to access production activity. Optional
PO	This field displays the purchase order number (for outside service shipment and receipt types only) associated with the routing sequence you selected. Display

Production Activity Entry/Update Screen Fields and Function Keys

Field/Function Key	Description
(Production Activity Header Information)	The following information displays for all production activity in this routing sequence: • *(Reference Number):* This field displays the reference number associated with the production activity. • *Typ:* This field indicates if an activity is performed as part of a setup step prior to actual production. S displays in this field if the activity is a setup step. Otherwise, this field is blank, indicating that the activity is for runtime work. For example, a particular tool must be set up before beginning the actual work. • *Start Date:* This field indicates the date work began on this production activity. • *Emp # / Name:* This field indicates the employee number/name assigned to the employee who performed the production activity. • *Tot Time:* This field indicates the total time spent on this activity by this employee. • *Cmp Qty:* This field indicates the completed quantity of the item on which this employee worked. • *Scrap Qty:* This field indicates the total of scrapped items that were produced by this employee during this activity. • *Shp#:* This field appears only if the routing sequence you selected is designated as routing type S for shipment to an outside vendor. That is, the *Rout Type* field on the Routing Sequences Screen (p. 7-5) displays S for the selected routing sequence. This field indicates the shipping number if this is an outside service shipment. • *Pnd:* This field appears only if the routing sequence you selected is designated as routing type R for receipt from an outside service vendor. That is, the *Rout Type* field on the Routing Sequences Screen (p. 7-5) displays R for the selected routing sequence. This field indicates if pending receipts for the PO on the top portion of this screen are linked to a specific activity line in the middle portion of this screen. Y displays in this field if pending receipts exist for the activity line. Otherwise, this field is blank.
	Initially, before any records are added, you can use the F5=O/S RECEIPTS function key. However, once pending receipts exist for a particular activity, you can only use the F5 function key for those activity lines that display a Y in this field. Display

Production Activity Entry/Update Screen Fields and Function Keys

Field/Function Key	Description
Type	This field indicates if the activity being performed is a setup step prior to actual production. For example, a particular tool must be setup before beginning the actual work. Key S if this activity is a setup step. Leave this field blank if this activity is not a setup step. In Add mode, you can leave this field blank or key S. If you key S, this field becomes display-only in Change mode. *Valid Values:* Blank or S (A 1) Optional/Display
Emp No	This field is required in Add mode if the *Report Labor* field is set to Y, but is display-only in Change mode. This field represents the employee number for whom you are maintaining or updating production activity. Key the appropriate employee number. *Valid Values:* A valid employee number defined through Employees Maintenance (MENU WOFILE). (A 5) Required/Display
Cmp Qty	This field is optional only if the activity is a setup step (see *Type* field); otherwise, this field is required. This field represents the total quantity of parent items completed by this employee. This is the total quantity of items that were produced for this operation. This value also includes any scrap quantity produced and reported in the *Scrap Qty* field. The quantity completed in this operation cannot be greater than the quantity completed in the last routing step. (N 10,3) Required/Optional
Scrap Qty	This field represents the total quantity of items that were scrapped by this employee for this activity. Key the total scrap quantity. (N 10,3) Optional

Production Activity Entry/Update Screen Fields and Function Keys

Field/Function Key	Description
Start Date	This field is required in Add mode and display-only in Change mode. This field represents the date this employee started the production activity. Key the appropriate start date or accept the default. After you press ENTER, this date defaults in the *Stop Date* field. Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG) or, if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). *Default Value:* Today's date. (N 6,0) Required/Display
Start Time	This field is optional in Add mode and display-only in Change mode. This field represents the time the employee started the production activity. Key the appropriate start time. If you key a start time in this field and a stop time in the *Stop Time* field, Distribution A+ will automatically calculate the *Total Time* field using both of these times. You can optionally key the total time and leave the start and stop times blank. (N 4,0) Optional/Display
Stop Date	This field represents the date the employee finished the production activity. After you key a start date in the *Start Date* field, that date defaults in this field. You can accept this date or override the date with a date that is one day later than the start date. If the activities occurred over several days, there is one activity record for each day. Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG) or, if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). *Default Value:* The date you key in the *Start Date* field. *Valid Values:* The start date or one day later than the start date (e.g., if the start date is December 1, 2004, the stop date in this field cannot be later than December 2, 2004). (N 6,0) Required
Stop Time	This field represents the time the employee finished the production activity. Key the appropriate stop time. Distribution A+ will automatically calculate the *Total Time* field using the start and stop times. You can optionally key the total time and leave the start and stop times blank. (N 4,0) Optional

Production Activity Entry/Update Screen Fields and Function Keys

Field/Function Key	Description
Total Time	This field is required if the *Report Labor* field is set to Y and you left the *Start Time* and *Stop Time* fields blank. This field represents the total time the employee took to finished this operation within the routing sequence. Key the appropriate total time. If you keyed a value in both the *Start Time* and *Stop Time* fields, Distribution A+ will automatically calculate the total time and display it in this field (stop time minus start time equals total time). (N 4,0) Required/Dis0play
Labor Code	This field appears only if the routing sequence you selected is designated to report actual labor. That is, the *Rpt Labor* field on the Routing Sequences Screen (p. 7-5) is set to Y for the selected routing sequence. If you leave this field blank and you have assigned a rate code to this routing sequence in Bill of Material Maintenance (MENU WOFILE), Distribution A+ will automatically assign that rate code in this field. Use this field to specify the labor code you want to use for this operation. Key the appropriate labor code or leave this field blank if you assigned a rate code for this routing sequence in Bill of Material Maintenance (MENU WOFILE) to accept that code. After you press ENTER, the labor rate and labor amount associated with this code will display in their respective fields on this screen. *Valid Values:* A valid labor code defined through Labor Rates Maintenance (MENU WOFILE). (A 2) Required
Labor Rate	This field appears only after a labor code has been entered or if you have assigned a rate code to this routing sequence in Bill of Material Maintenance (MENU WOFILE) and Distribution A+ has automatically assigned that rate code to the *Labor Code* field. After keying or automatically accepting a labor code in the *Labor Code* field, this field automatically displays the hourly rate assigned to the selected labor rate code. This rate is used when calculating the final cost of the item if the current labor rate code is used. Display

Production Activity Entry/Update Screen Fields and Function Keys

Field/Function Key	Description
Labor Amt	This field appears only after a labor code has been entered or if you have assigned a rate code to this routing sequence in Bill of Material Maintenance (MENU WOFILE) and Distribution A+ has automatically assigned that rate code to the *Labor Code* field. After keying or automatically accepting a labor code in the *Labor Code* field, this field automatically displays the final cost of the activity (calculated by multiplying the labor rate by the total time the employee spent on this operation). Display
Ship No	This field appears only if the routing sequence you selected is designated as routing type S for shipment to an outside vendor. That is, the *Rout Type* field on the Routing Sequences Screen (p. 7-5) is set to S for the selected routing sequence. This field is required only if you are reporting shipping activity against this production activity. If you are able to leave this field blank in Add mode and press F5=O/S SHIPMENT, Distribution A+ will locate the next available ship number. This field is display-only in Change mode. Use this field to specify the shipping code you want to assign to this quantity. Key the appropriate ship number. This field is protected once production activity information is entered for this routing sequence. If you leave this field blank, F5=O/S SHIPMENT will not be available for an Outside Service Shipment for the activity. (N 2,0) Required/Optional/Display
F5=O/S Shipment	This function key appears as O/S SHIPMENT if the routing sequence you selected is designated as routing type S for shipment to an outside vendor. That is, the *Rout Type* field on the Routing Sequences Screen (p. 7-5) is set to S for the selected routing sequence. This function key does not appear if the routing sequence you selected is not a shipment to an outside vendor or receipt from an outside vendor. That is, the *Rout Type* field on the Routing Sequences Screen (p. 7-5) is blank for the selected routing sequence. After keying required information, press this key to access the Outside Service Shipping Activity Screen (p. 7-17). In order to use this function key, the *Ship No* field must contain a value in Change mode. In Add mode, if the *Ship No* is left blank, Distribution A+ will locate the next available ship number.

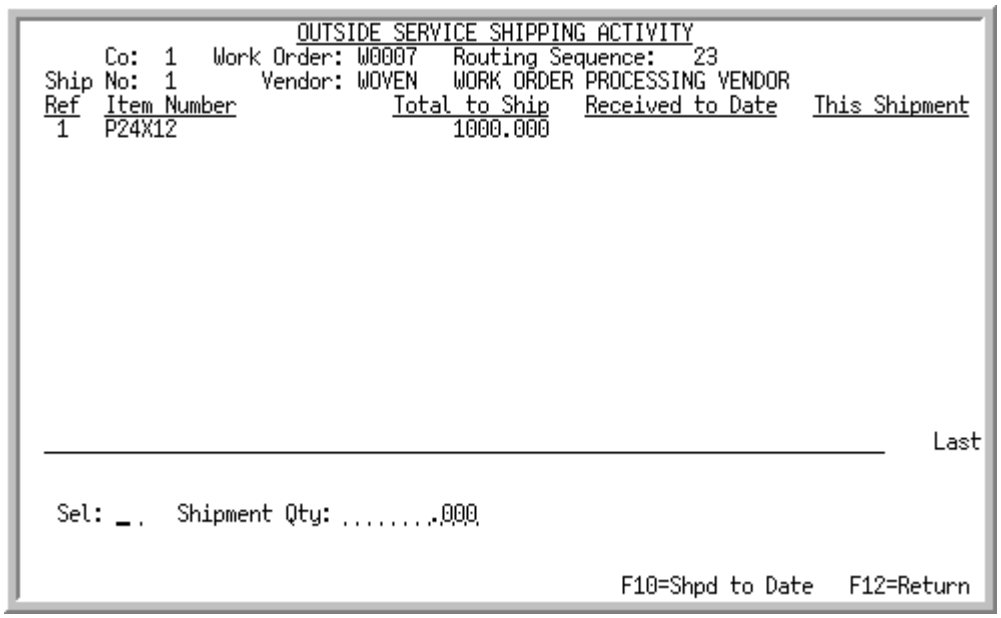
Production Activity Entry/Update Screen Fields and Function Keys

Field/Function Key	Description
F5=O/S Receipts	This function key appears as O/S RECEIPTS if the routing sequence you selected is designated as routing type R for receipts from an outside vendor. That is, the *Rout Type* field on the Routing Sequences Screen (p. 7-5) is set to R for the selected routing sequence. Before any records are added, you can use the F5=O/S RECEIPTS function key. However, once pending receipts exist for a particular activity, you can only use this key for those activity lines that display a Y in the *Pnd* field. This function key does not appear if the routing sequence you selected is not a shipment to an outside vendor or receipt from an outside vendor. That is, the *Rout Type* field on the Routing Sequences Screen (p. 7-5) is blank for the selected routing sequence. After keying a start date, press this key to access the WO Receipt Group Entry Screen (p. 11-4).
F12=Return	Press this key to return to the Maintain Production Activity Selection Screen (p. 7-3) without selecting a routing sequence.
F13-F20 To Change	Press the key that corresponds to the reference number of the activity you want to change. To delete a line, select the item as if you were selecting it for update. Press F24 to delete the line. You must press F24 a second time to confirm the deletion. You can delete lines through this function only. Otherwise, F24 does not appear on this screen.
F23=Speed Entry/ Regular Entry	This function key does not appear in Change mode. Press this key to toggle between speed entry and regular entry mode. If F23=SPEED ENTRY appears, you are in regular entry mode; if F23= REGULAR ENTRY appears, you are in speed entry mode. Speed entry will update a production activity immediately without any confirmation. You will stay in speed entry mode until you press F23 again. Regular entry requires you to confirm the information entered before accepting it. You will stay in regular entry mode until you press F23 again.
F24=Delete	This function key appears only in Change mode. You can access an activity line to modify using the F13-F20 function keys. Press this key to delete the selected activity line; the reference number corresponding to the activity line to be deleted displays in reverse image. You will be prompted to press this key again to confirm deletion.

Production Activity Entry/Update Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press this key to confirm your selections. If you are in regular entry mode (the F23 function key appears as F23=SPEED ENTRY), the production activity information you entered will display in reverse image and will be protected. All function keys except F12 will disappear. Verify the information entered. If errors exist, press F12 to change the data entered. If no errors exist, press ENTER again to update the record. The production activity information will appear on the top portion of the screen. If you are in speed entry mode (the F23 function key appears as F23=REG ENTRY), the entry will be updated immediately and will display on the top portion of the screen.

Outside Service Shipping Activity Screen



This screen appears after you enter information and press F5=O/S SHIPMENT on the Production Activity Entry/Update Screen (p. 7-8) and a ship sequence number was associated with the activity. This screen displays outside service shipping activity for the selected routing sequence within the work order. Use this screen to review or change the shipment quantity for the items displayed. The amount you enter in the *Shipment Qty* field will overwrite the existing shipment quantity for the item you select.

Outside Service Shipping Activity Screen Fields and Function Keys

Field/Function Key	Description
Ship No	This field displays the shipping number associated with the production activity line you selected on the Production Activity Entry/Update Screen (p. 7-8). Display
Vendor / (Description)	This field displays the assigned outside service vendor who will be performing the special processing on these items. The description associated with this outside service vendor displays to the right of this number. Display
Ref	This field displays the reference number associated with the item. Key this number in the *Sel* field to change the shipment quantity associated with the item. Display

Outside Service Shipping Activity Screen Fields and Function Keys

Field/Function Key	Description
Item Number	This field represents the item number designated for outside service shipment. Display
Total to Ship	This field represents the total quantity of the item from the purchase order to ship to an outside service vendor, as designated on the Outside Service Purchase Order. Display
Received to Date/ Shipped to Date	The appearance of this field is determined with the use of the F10 toggle key. If the *Received to Date* field appears, this field represents the quantity of the item received back from special processing by the outside service vendor. If the *Shipped to Date* field appears, this field represents the quantity of the item that has been shipped to date for special processing to the outside service vendor for this shipment. This value includes the quantity in the *This Shipment* field and is automatically adjusted if you override the value in the *This Shipment* field with the use of the *Shipment Qty* field. Refer to the *Shipment Qty* field for details. Display
This Shipment	This field represents the quantity of the item to ship to the outside service vendor for this shipment. You can override this value with the use of the *Shipment Qty* field; refer to that field for details. Display
Sel	Use this field to select one of the items on this screen to change its shipment quantity for this shipment. Key the number in the *Ref* column that corresponds to the appropriate item. (N 2,0) Required

Outside Service Shipping Activity Screen Fields and Function Keys

Field/Function Key	Description
Shipment Qty	Use this field if you want to override the quantity of an item to be shipped to the outside service vendor for this shipment. After keying an item's reference number in the *Sel* field, key the new quantity you want to ship and press ENTER twice. The value that you key in this field overrides the value in the *This Shipment* field and adjusts the value shown in the *Shipped to Date* field. For example, assume that the *Shipped to Date* field displays 50 and the *This Shipment* field displays 20. This indicates that 30 items have been shipped to date on previous shipments and 20 have been shipped for this shipment. If, when maintaining shipping activity, you need to override the shipped amount for this shipment because 25 have actually been shipped instead of 20, you would key 25 in this field. The values on the top portion of this screen will change accordingly: BEFORE - Shipped to Date = 50 BEFORE - This Shipment = 20 AFTER - Shipped to Date = 55 AFTER - This Shipment = 25 In summary, 30 items were previously shipped, 25 additional items were shipped for this shipment, calculating the total amount shipped as 55. Conversely, if the *Shipped to Date* field displays 20 and the *This Shipment* field displays 5, this indicates that 15 items have been shipped to date on previous shipments and 5 have been shipped for this shipment. If, when maintaining shipping activity, you need to override the shipped amount for this shipment because 3 have actually been shipped instead of 5, you would key 3 in this field. The values on the top portion of this screen will change accordingly: BEFORE - Shipped to Date = 20 BEFORE - This Shipment = 5 AFTER - Shipped to Date = 18 AFTER - This Shipment = 3 In summary, 15 items were previously shipped, 3 more were shipped for this shipment, calculating the total amount shipped as 18. (N 9,2) Optional
F10=Shpd to date / Received to Date	Press this key to toggle between displaying the ship to date quantities or received to date quantities for the items on this screen. Refer to the *Received to Date/Shipped to Date* fields for details.
F12=Return	Press this key to return to the Production Activity Entry/Update Screen (p. 7-8).
Enter	Press this key twice to confirm your selection. The screen will be refreshed with the new quantity to ship.

CHAPTER 8

Performing an Item Inquiry

8

You can inquire about items through the Item Inquiry option on the Value Added Services Main Menu (MENU WOMAIN).

Item Inquiry

For details about the Item Inquiry, refer to Item Inquiry (MENU IAMAIN) in the Inventory Accounting User Guide.

CHAPTER 9 Performing a Bill of Material Inquiry 9

You can perform a Bill of Material inquiry through Bill of Material Inquiry on the Value Added Services Main Menu (MENU OBMAIN). Use this option to do the following:

- Select a parent item and display all components that are required to build that parent.
- For each component required to build a specific parent, you can display the current availability in any warehouse. The quantity of each component to build the parent, and the number of parents that can be built based on the component availability, are also displayed.
- Display all of the parents that are built using a specified component.
- Inquire into the routing of each parent. Sequence, operation, work center department, setup and run time, and all detail routing information can be displayed.
- Access the item search to select an item to use in the inquiry.

Bill of Material Inquiry

For an explanation of this option, refer to the Bill of Material User Guide.

CHAPTER 10 Performing a Work Order Inquiry 10

You can inquire into a work order through the Work Order Inquiry option on the Value Added Services Main Menu (MENU WOMAIN). This option allows you to access information for open and closed (in history) work orders that have been entered through Maintain Work Orders (MENU WOMAIN).

You can also allocate or release work orders through this option. This eliminates the step of exiting this option and accessing Allocate Planned Orders (MENU WOMAIN) or Release Work Orders (MENU WOMAIN).

The following information can appear in this option:

- pick list run
- component information
- special charges
- routings
- production activity
- outside service information
- receipt & shipment information
- finished goods
- receipt history
- transaction history
- work order history
- work order activity

NOTE: You can access work orders that reside in history through this option until they have been purged. You can purge work orders through Reorganize A+ History Files (MENU XAMAST).

Work Order Inquiry

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order Inquiry Selection Screen	Used to limit the work orders you want to display in this inquiry.
Work Order Inquiry List Screen	Used to select a work order that you want to display in detail or maintain.
Work Order Display Screen	Used to review status information entered through Maintain Work Orders (MENU WOMAIN) for the selected open or closed (in history) work order. Other additional information is available through the use of function keys.
Pick List Runs Screen	Used to review any pick list run information for the items that have been picked for this work order.
Components Information Display Screen Co-products Information Display Screen	Used to review component information, and/or toggle to the co-product information, display cost detail information, assignments (for an open work order only), the BOM Inquiry, or the Item Inquiry.
Component Detail Screen	Used to review component detail information for the selected component item.
Special Charge Display Screen	Used to review a summary line for each special charge that exists for this work order.
Routing Display Screen	Used to review a summary line for each routing sequence within this work order, or access production activity associated with a particular routing sequence.
General Routing Comments Screen Routing Comments Screen	Used to review general routing comments for this work order. The Routing Comments Screen (p. 10-36) is used to review routing comments for a specific routing sequence for this work order.
Production Activity Display Screen	Used to review any production activity information that may exist for the selected routing sequence.
Outside Service Summary Information Screen	Used to review outside service shipment/receipt summary information and access outside service PO information.

Title	Purpose
Outside Service PO Information Screen	Used to review outside service PO information.
Outside Service PO Detail Screen	Used to review outside service PO detail for the selected item.
Outside Service Shipment Information Screen	Used to review outside service shipment information associated with the items associated with this production activity and routing sequence.
Outside Service Receipt Information Screen	Used to review outside service receipt information for the items associated with this production activity and routing sequence.
Production Activity Detail Screen	Used to review production detail for the selected activity.
Finished Goods Display Screen	Used to review the finished goods information for current finished items on this work order.
Work Order Processing Receipt History Screen	Used to review the receipt history information for the selected item and access transaction history for the selected finished item.
Work Order Maintenance Change Reason Codes Screen	Used to review the change reason code information relating to date, time, user, and reason code.
Work Order Activity Screen	Used to review each action performed on the work order, if tracking work order activity.
Work Order Activity Report	Prints the information from the Work Order Activity Screen.
Work Order History Screen	Used to review status information entered through Maintain Work Orders (MENU WOMAIN) for the selected open or closed (in history) work order. Other additional information is available through the use of function keys.
Pick List Runs History Screen	Used to review any pick list run information for the items that have been picked for this work order.
Components Information Display History Screen Co-Product Information Display History Screen	Used to review component information, and/or toggle to the co-product information, display cost detail information, assignments (for an open work order only), the BOM Inquiry, or the Item Inquiry.
Component Detail History Screen	Used to review component detail information for the selected component item.

Title	Purpose
Special Charge Display History Screen	Used to review a summary line for each special charge that exists for this work order.
Routing Display History Screen	Used to review a summary line for each routing sequence within this work order, or access production activity associated with a particular routing sequence.
General Routing Comments History Screen Routing Comments History Screen	Used to review general routing comments for this work order that resides in history. The Routing Comments History Screen is used to review routing comments for a specific routing sequence for this work order.
Production Activity Detail History Screen	Used to review any production activity information that may exist for the selected routing sequence.
Outside Service Summary Information History Screen	Used to review outside service shipment/receipt summary information and access outside service PO information.
Outside Service PO Information History Screen	Used to review outside service PO information.
Outside Service PO Detail Screen	Used to review outside service PO detail for the selected item.
Outside Service Shipment Information History Screen	Used to review outside service shipment information associated with the items associated with this production activity and routing sequence.
Outside Service Receipt Information History Screen	Used to review outside service receipt information for the items associated with this production activity and routing sequence.
Production Activity Detail History Screen	Used to review production detail for the selected activity.
Finished Goods Display History Screen	Used to review the finished goods information for current finished items on this work order.
Work Order Processing Receipt History History Screen	Used to review the receipt history information for the selected item and access transaction history for the selected finished item.

Work Order Inquiry Selection Screen

```
                    WORK ORDER INQUIRY

Company?            01
Warehouse?          1

Order Type:         Open:    Y  (Y/N)
                    History: N  (Y/N)

Order Status:       ..      1 = Planned           5 = Pick Confirmed
                            2 = Materials Short   6 = Held
                            3 = Release Rdy
                            4 = Released

Activity:           ..      1 = No Activity       2 = In Process

Order Hold Code?    ...
Start Date:         .......  to  .......
Due Date:           .......  to  .......
Order Number:       ......   to  ......
Order Priority:     ..       to  7     (1-7)
Item Number:        ............................
Job Number:         ................

                                                  F3=Exit
```

This screen appears after you select the Work Order Inquiry option on the Value Added Services Main Menu (MENU WOMAIN). Use this screen to limit the work orders you want to display in this inquiry.

Refer to the Cross Applications User Guide for an explanation of the FROM and TO rules.

Work Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if you tailored Distribution A+ to use multiple companies through System Options Maintenance (MENU XAFILE). This field limits the inquiry to a specific company, allowing you to view work orders for that company only. Accept the default or key a company number. *Default Value:* The default company defined through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* Any company number created through Company Name Maintenance (MENU XAFILE). (N 2,0) Required

Work Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field limits the inquiry to a specific warehouse, allowing you to view work orders for a particular warehouse only. Accept the default or key a warehouse number. *Default Value:* The default warehouse defined through Authority Profile Maintenance (MENU XASCTY). *Valid Values:* Any valid warehouse that has been created through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required
Order Type	This field limits the inquiry to the work order types you specify in the two order type fields. You can display open orders, orders in history, or both. Key Y in the **Open** field and Y in the **History** field to display both open work orders and work orders in history. Key Y in the **Open** field and N in the **History** field to show only open work orders. Key N in the **Open** field and Y in the **History** field to show only work orders in history. You must key Y in either the **Open** field or in the **History** field. If both the **Open** and **History** fields are set to N, an error message will appear. *Default Value:* **Open** = Y, **History** = N (A 1 / A 1) Required
Order Status	This field limits the inquiry to a single work order status. The following status numbers are available: • 1 = Planned (the order status when this is a planned order) • 2 = Materials Short (the order status when some of the component quantities needed for the work order are not available) • 3 = Release Rdy (the order status when the work order is ready to be released to the shop floor for production) • 4 = Released (the order status when the work order has been released: for production) • 5 = Pick Confirmed (the order status when the work order has been picked confirmed: this could include confirmed; confirmed - material short; confirmed -pick ready; confirmed - released) • 6 = Held-XX (the order status when the work order is held, where XX indicates the reason of the hold) If this field is left blank, ALL order statuses will appear. Key the order status to which you want to limit this inquiry. (N 1,0) Optional

Work Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Activity	This field limits the inquiry to work orders that are designated as either no activity or in process. Key 1 to select work orders with no production activity entered through Maintain Production Activity (MENU WOMAIN). Key 2 to select work orders in process. Production activity has been reported through Maintain Production Activity (MENU WOMAIN). (N 1,0) Optional
Order Hold Code	This field limits the inquiry to only those work orders with the hold code entered in this field. Key the order hold code to which you want to limit this inquiry. *Valid Values:* Any valid hold code defined through Work Order Hold Codes Maintenance (MENU WOFILE). (A 2) Optional
Start Date	This field limits the inquiry to work orders assigned the start date or the range of start dates entered in this field. Start dates are assigned for production activity through Maintain Production Activity (MENU WOMAIN). Key the start date or the range of start dates to which you want to limit this inquiry. Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG) or, if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Due Date	This field limits the inquiry to work orders assigned the due date or the range of due dates entered in this field. Due dates are assigned for production activity through Maintain Production Activity (MENU WOMAIN). Key the due date or the range of due dates to which you want to limit this inquiry. Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional

Work Order Inquiry Selection Screen Fields and Function Keys

Field/Function Key	Description
Order Number	This field limits the inquiry to the specific work order number or range of work orders entered in this field. Key the work order number or range of work order numbers to which you want to limit this inquiry. *Valid Values:* A valid work order entered through Maintain Work Orders (MENU WOMAIN). (2 @ N 5,0) Optional
Order Priority	This field limits the inquiry to work orders with the specified order priority (1-7), or range of order priorities entered in this field. An order priority can be assigned to a work order through Maintain Work Orders (MENU WOMAIN). Key the order priority or the range of order priorities to which you want to limit this inquiry. (2 @ N 1,0) Optional
Item Number	This field limits the inquiry to work orders associated with the item number entered in this field. Only work orders with the parent item number entered in this field will appear. Key the item number to which you want to limit this inquiry. *Valid Values:* An item defined through Item Master Maintenance (MENU IAFILE) that is a parent item on a work order entered through Maintain Work Orders (MENU WOMAIN). (A 27) Optional
Job Number	This field limits the inquiry to work orders associated with the job number entered in this field. A job number can be entered for a work order through Maintain Work Orders (MENU WOMAIN), enabling you to track multiple work orders for a particular job. Key the job number to which you want to limit this inquiry. (A 15) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU WOMAIN appears.
Enter	Press ENTER to confirm your selections. The Work Order Inquiry List Screen (p. 10-9) appears with the work orders that match the selection criteria entered on this screen. If no work orders are found that match the selection criteria, an error message appears.

Work Order Inquiry List Screen

```
                                WORK ORDER INQUIRY
Co:  1 A & C Office Supply                  WH: 1  Hartford, CT

   Order Typ Status       Parent Item/ Description   Due Date  Qty/Ordered  U/M
 1 W0001 Ord Mtrl Short   W1000 Overhead Projector    1/13/08        5.000  EA
 2 W0002 Ord Release Rdy  A400 Office Tool Set        9/01/09        2.000  EA
 3 W0006 Ord Rlsd-Pck Rdy A270 #10 White Envelopes +  1/23/08      225.000  BOX
 4 W0008 Ord Confirmed    P8.5X11 White Bond 8 1/2 +  1/26/08     5000.000  SHT
 5 W0007 Ord Confirmed    P24X12 White Bond 24 X 12+  1/27/08     1000.000  SHT

 6 W0003 Ord Confirmed    A400 Office Tool Set        8/18/09        1.000  EA
 7 W0005 Ord History      A400 Office Tool Set        9/22/09        1.000  EA

                                                                        Last
 Selection: ...   F5=Allocate     F9=St Date                        F15=Clr Mrk
  F3=Exit         F6=Rls/Prt      F10=Qty Rec     F11=Mark/Unmark   F12=Return
```

This screen appears after you press ENTER on the Work Order Inquiry Selection Screen (p. 10-5). A summary line appears in work order number sequence for each work order that falls within the selection criteria you entered.

Use this screen to select a work order that you want to display in detail or maintain (you can only maintain an open work order). You can select a work order to allocate or release.

Work Order Inquiry List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number corresponding to each work order on this screen. Key this number in the **Selection** field to access further details for the selected work order. Display
Order	The work order number associated with the ordered items. Display
Typ	The type of work order. The following types can appear: • Order (Ord) • Planned (Pld) Display

Work Order Inquiry List Screen Fields and Function Keys

Field/Function Key	Description

Status	The current status of the work order. The following status types can appear for order (Ord) types:
	• **Release Rdy** (Quantities are available and the work order is ready to be released for production)
	• **Mtrl Short** (All quantities are not available and therefore the work order is not ready to be released for production)
	• **Released** (The work order has been released for production)
	  • **Rlsd-Mtl Sht** (The work order has been released for production; however, some of the components on the work order are unavailable. These components may have been added to the work order after it was released or the work order may have been released with material shortages.)
	  • **Rlsd-Pck Rdy** (The work order has been released for production; however, additional components have been added to the work order since it was released. These components are ready to be picked.)
	• **Confirmed** (The work order has been pick confirmed)
	  • **Cfmd-Mtl Sht** (The work order has been released and at least one Pick List has been printed and pick confirmed. However, some components on the work order are still unavailable (material shortage) for picking. These components were either added to the work order after it was released or the work order was released with material shortages.)
	NOTE: Automatic Backorder Release will attempt to fill these shortage quantities, and when the quantities are filled, the status of the work order will be changed to Cfmd-Pck Rdy.
	  • **Cfmd-Pck Rdy** (work order confirmed - pick ready)
	  • **Cfmd-Rlsd** (work order confirmed and released)
	• **Rcpt Pending** (components are currently in a receipt group)
	• **Held —XX** (work order held, where XX is the hold code)
	• **History** (work order received complete and posted)
	The following status type may appear for planned (Pld) types:
	• **Planned**
	NOTE: The status also indicates if the order is “In Use” by another workstation or program. The workstation or program using the order is identified following this field.
	Display

Parent Item/ Description	The parent item number and its description for the items on this work order. Display

Work Order Inquiry List Screen Fields and Function Keys

Field/Function Key	Description
St Date / Last Act / Due Date	This field displays one of the following, as determined with the use of the F9=ST DATE/F9=LAST ACT/F9=DUE DATE toggle function key: • the expected start date of production for this item • the date of last recorded activity for this item • the expected due date of this item Display
Qty/Ordered / Qty Rcvd	This field displays one of the following, as determined with the use of the F10=QTY ORDERED/F10=QTY RCVD function key: • the quantity of the parent ordered for this work order • the quantity of the parent that has been received for this work order Display
U/M	The stocking unit of measure of the parent item. Display
Selection	Use this field to select one of the work orders on this screen. This field allows you to access detail information for that particular work order, allocate items for that work order, or release that work order. Key the number in the reference column that corresponds to the work order you want to display in detail and press ENTER. Key the number in the reference column that corresponds to the work order you want to allocate and press F11=MARK/F11=UNMARK to first mark the order for allocation. See F5=ALLOCATE to then allocate the order. Key the number in the reference column that corresponds to the work order you want to release, and press F11=MARK/F11=UNMARK to first mark the order for release. See F6=RLS/F6=PRT to then release the order. (N 2,0) Optional
F3=Exit	Press F3=EXIT to cancel this option. MENU WOMAIN appears.

Work Order Inquiry List Screen Fields and Function Keys

Field/Function Key	Description
F5=Allocate	Marked work orders can be allocated only if ALL orders marked are in a "Planned" status. You cannot allocate marked orders "In Use." After marking the work orders you want to allocate with the use of F11=MARK/F11=UNMARK, press F5=ALLOCATE to allocate the marked work orders. Allocating an order does the following: • Changes type from "planned" to "order" • Allocates all components on a work order • Attempts to commit current on-hand quantities of components • Changes status to "Release Rdy" if all components are available • Changes status to "Mtl Sht" if some components are not available The Work Order Inquiry Selection Screen (p. 10-5) appears and the marked orders will be allocated. Before allocation, Pld (planned order) displayed in the **Typ** field on this screen for the work orders you selected to mark and the **Status** field was blank. After allocation, Ord will display in the **Typ** field for the work orders you allocated and the **Status** field will then display Release Rdy.
F6=Rls/Prt	Marked work orders can be released only if ALL orders marked are in a "Release Rdy" status. You cannot release marked orders "In Use." After marking the work orders you want to release with the use of the F11=MARK/F11=UNMARK function key, press F6=RLS/F6=PRT to release the marked work orders and optionally print work order packet documents regarding the orders you are releasing. After pressing this key, the Work Order Packet Print Screen (p. 6-8) appears. You can select which documents to print and determine if you want the selected work orders to be released if material shortages exist. After the selected work orders have been released and the selected documents printed, this screen appears. The F6=RLS/F6=PRT function key is only available if you have been granted access to Release Work Orders (MENU WOMAIN) through Application Authority Maintenance (MENU XASCTY). **Important** When you access the Work Order Packet Print Screen (p. 6-8) via this function key, you cannot reprint documents, with the exception of the Work Order Traveler. If you want to reprint documents, access Release Work Orders (MENU WOMAIN) and key a work order number on the Work Order Release Screen (p. 6-3).

Work Order Inquiry List Screen Fields and Function Keys

Field/Function Key	Description
F9=St Date / F9=Last Act / F9=Due Date	Press the F9=ST DATE/F9=LAST ACT/F9=DUE DATE toggle function key to toggle between the start date of production for this item, the date of the last recorded activity for this item, and the due date of this item.
F10=Qty Ordered / F10=Qty Rcvd	Press the F10=QTY ORDERED/F10=QTY RCVD toggle function key to toggle between the quantity ordered and quantity received of the parent item on the work order.
F11=Mark/ F11=Unmark	Press the F11=MARK/F11=UNMARK toggle function key to mark work orders that you want to allocate or release. Key the reference number of a work order in the **Selection** field and press F11=MARK/F11=UNMARK to mark the particular work order (to unmark a work order, reselect the reference number of a work order and press F11=MARK/F11=UNMARK again; to unmark ALL work orders, see F15=CLR MRK). All marked work orders will appear in reverse image. When you press F5=ALLOCATE or F6=RLS/F6=PRT, they will be allocated or released accordingly.
F12=Return	Press F12=RETURN to return to the Work Order Inquiry Selection Screen (p. 10-5).
F15=Clr Mrk	After marking one or more work orders with the use of the F11=MARK/ F11=UNMARK function key, press F15=CLR MRK to unmark ALL work orders. If you need to unmark only one work order or selected work orders, see the F11=MARK/F11=UNMARK function key description.
Enter	After keying the reference number of a work order in the **Selection** field, press ENTER to access the Work Order Display Screen (p. 10-14). Additional detail about the work order will appear.

Work Order Display Screen

```
                              WORK ORDER DISPLAY

Work Order No:   1 / W0007        Parent Item: P24X12
                                  Description: White Bond 24 X 12 Sheets

Quantity:         1000.000   SHT  Status:      Confirmed

Rev Level:                        Effective Date:  4/27/08
FG WH:        1                   Pick/Comp WH?   1
Job No:
Order Prty:   3

No. Picks:      1                 Entry Date:      1/06/08
Last Pick Dt:  8/06/08            Start Date:      1/27/08
Last Pick Tm: 16:36:59  (HHMMSS)

Allocate:     Y                   Orig Due Date:   8/27/08
Hold Code:                        Rvsd Due Date:   1/27/08
Drawing No:   DRAWING FOR P24X12  Change Rsn Cd:
Parent Cst%:  100.000  %


 F4=PL Run      F6=Sp Chgs   F10=Maintenance  F12=Return     F14=Rsn Code
 F5=Comp/Co-Pr  F9=Routings  F11=FG Display   F13=Cost Info  F18=Activity
```

The Work Order Display Screen appears after selecting an open work order from the Work Order Inquiry List Screen (p. 10-9).

Use this screen to review status information entered through Maintain Work Orders (MENU WOMAIN) for the selected open work order.

Use the function keys on this screen to access the following additional information for this work order:

- Pick list runs
- Component/Co-product information
- Special charges
- Routings
- Detail work order information
- Finished goods
- Cost information
- Due date reason code information
- work order activity

All the fields on this screen are display only and cannot be changed.

Work Order Display Screen Fields and Function Keys

Field/Function Key	Description
Work Order No	This field displays the order number associated with this work order. The company associated with the order displays before this number, if applicable.
Sales Order No	This field appears for work orders if the parent item was special ordered for a customer order. This information is available for work orders in history only if the **Retain Special Order History** field is set to Y in Special Order Options (MENU XAFILE). This field displays the company and sales order number associated with the special ordered parent item for this work order. NOTE: Only the original sales order number is stored in Special Order History, so if the order is split, the sales order number shown may no longer contain the parent item. To track the split orders, use the F10=CONSOLIDATE function key in Customer Order/Shipment Inquiry (MENU OEMAIN).
Quantity	This field displays the quantity of ordered items for this work order.
Rev Level	This field displays the revision level or latest release of the parent item.
FG WH	This field displays the finished goods warehouse for this work order.
Job No	This field displays the job number, if any, associated with this work order. You can specify a job number for a work order through Maintain Work Orders (MENU WOMAIN), which allows you to track multiple work orders for a particular job.
Order Prty	This field displays the order priority that was assigned to this work order. Order priorities range from 1-7, 1 being the highest priority and 7 the lowest.
(Pick Information)	The following pick information displays for the selected work order: • **No. Picks***:* This field displays the number of picks issued to date for this work order. • **Last Pick Dt***:* This field displays the date of the last pick for this work order. • **Last Pick Tm***:* This field displays the time of the last pick for this work order.
Allocate	This field indicates if the component items for this work order have been allocated. Y displays in this field if items for this work order have been allocated. N displays in this field if items for this work order have not been allocated.

Work Order Display Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	If this work order has been assigned a hold code through Maintain Work Orders (MENU WOMAIN), this field displays the hold code that was used to designate the reason this work order is being held.
Drawing No	This field displays the engineering drawing number, if applicable, associated with the work order. This number is the designation assigned to an individual engineering drawing for tracking or identification purposes.
Parent Cst%	This field displays the percentage of the total work order cost that is assigned to the parent item through Bill of Material Maintenance (MENU WOFILE). A cost percentage is the fraction of the total work order cost that will be charged to the parent. If the work order does not contain co-products, this field should be 100%. If the work order does contain co-products, the sum of percentages for the parent and all co-products should equal 100%.
Parent Item	The item number assigned to the parent.
Description	The description of the parent item.

Work Order Display Screen Fields and Function Keys

Field/Function Key	Description

Status	The current status of the work order. One of the following status types appears:
	• **Release Rdy** (The work order is ready to be released for production)
	• **Released** (The work order has been released for production)
	  • **Rlsd-Mtl Sht** (The work order has been released for production; however, some of the components on the work order are unavailable. These components may have been added to the work order after it was released or the work order may have been released with material shortages.)
	  • **Rlsd-Pck Rdy** (The work order has been released for production; however, additional components have been added to the work order since it was released. These components are ready to be picked.)
	• **Confirmed** (The work order has been pick confirmed)
	  • **Cfmd-Mtl Sht** (The work order has been released and at least one Pick List has been printed and pick confirmed. However, some components on the work order are still unavailable (material shortage) for picking. These components were either added to the work order after it was released or the work order was released with material shortages.)
	NOTE: Automatic Backorder Release will attempt to fill these shortage quantities and, when the quantities are filled, the status of the work order will be changed to Cfmd-Pck Rdy.
	  • **Cfmd-Pck Rdy** (work order confirmed - pick ready)
	  • **Cfmd-Rlsd** (work order confirmed and released)
	• **Held** (work order held, followed by the hold code and hold code description)
	• **History** (work order received complete and posted)
	NOTE: The status also indicates if the order is “In Use” by another workstation or program. The workstation or program using the order is identified following this field.

Effective Date	The latest effective date of this work order, if applicable.
Component WH	The picking warehouse for this work order. There is only one component warehouse per work order.
(Date Information)	The following date information appears for the selected work order: • **Entry Date**: The date the order was entered into the system. • **Start Date**: The date when work is expected to begin for this work order.
Orig Due Date	The original date of the work order.

Work Order Display Screen Fields and Function Keys

Field/Function Key	Description
Rvsd Due Date	The revised date on which this work order is now due. If the work order cannot meet its original due date, you can assign one or more revised dates.
Change Rsn Cd	The code assigned for the reason the original due date was revised.
F4=PL Run	Press F4=PL RUN to display pick list run information for all Pick Lists that have been generated for this work order. The Pick List Runs Screen (p. 10-19) appears.
F5=Comp/Co-Pr	Press F5=COMP/CO-PR to access component information for items that make up the parent item. The Components Information Display Screen (p. 10-22) appears. From that screen, you can access co-product information on the Co-products Information Display Screen (p. 10-22).
F6=Sp Chgs	Press F6=SP CHGS to access special charges, if any, for the parent item. The Special Charge Display Screen (p. 10-31) appears.
F9=Routings	Press F9=ROUTINGS to access routing sequence and operation information for the parent item. The Routing Display Screen (p. 10-33) appears.
F10=Maintenance	The F10=MAINTENANCE function key appears only for a work order with a status of "open." It does not appear for a work order in history or if you accessed this screen through Maintain Work Orders (MENU WOMAIN). Press F10=MAINTENANCE to maintain the selected work order. The Work Order Header Screen (p. 3-11) appears.
F11=FG Display	Press F11=FG DISPLAY to access finished goods and receipt information for this work order. The Finished Goods Display Screen (p. 10-55) appears.
F12=Return	Press F12=RETURN to return to the Work Order Inquiry List Screen (p. 10-9).
F13=Cost Info	Press F13=COST INFO to review estimated costs associated with the work order. The Work Order Estimated Cost Information Screen (p. 3-66) appears.
F14=Rsn Cde	If the due date has been changed for this work order, press F14=RSN CDE to review information regarding the reason why the due date was changed. The Work Order Maintenance Change Reason Codes Screen (p. 3-22) appears.
F18=Activity	The F18=ACTIVITY function key appears only if the **Track Work Order Activity** field is set to Y through Work Order Options Maintenance (MENU WOFILE). Press F18=ACTIVITY to display a list of activities that occurred for the selected work order. The Work Order Activity Screen (p. 10-62) appears.

Pick List Runs Screen

```
                              PICK LIST RUNS
 Order No.:   01 / W0007
 Parent Item: P24X12                          Quantity:       1000.000  SHT
 Rev. Level:          Effective Date:  4/27/08

Sl   P/L Run  Status  Request Dat  Request Tme  Cfm Date  Cfm Time    Cfmd By
 1       209   DONE      8/06/08    16:36:59     8/06/08  16:39:25    QPGMR

                                                                    Last
Selection: ...

                                                              F12=Return
```

This screen appears after you press F4=PL RUN on the Work Order Display Screen (p. 10-14). It displays a summary line for each pick list run for this work order.

Use this screen to review any pick list run information for the items that have been picked for this work order. You can access component information for the selected pick list run with the use of the **Selection** field.

Pick List Runs Screen Fields and Function Keys

Field/Function Key	Description
Order No	The order number associated with this work order. Display
Parent Item	The parent item for which pick list runs have occurred. Display
Rev. Level	The revision level or release of the parent item, if applicable. Display
Effective Date	The effective date of this work order, if applicable. Display
Quantity	The quantity ordered of the parent item for the selected work order. Display

Pick List Runs Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field does not display if this work order was not created from a customer specific bill. The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. Display
Sl	The reference number of the pick list run on this screen. Use this field to reference any component information that may exist for this pick list run. Key this number in the **Selection** field. Display
P/L Run	The run number associated with the pick list print. Display
Status	The printing status of the pick list run. Valid status types are: • Exec - currently being executed • Done - pick list printed • Wait - pick list waiting to be printed Display
Request Dat	The date this pick list run was requested. display
Request Tme	The time this pick list run was requested. Display
Cfm Date	The date this pick list run was pick confirmed in Maintain Work Orders (MENU WOMAIN). Display
Cfm Time	The time this pick list run was pick confirmed in Maintain Work Orders (MENU WOMAIN). Display
Cfmd By	The user who confirmed this pick list run. Display
Selection	Use this field to select one of the pick list runs on this screen to review component information for that particular pick list run. Key the number in the **Sl** column that corresponds to the pick list run number you want to select and press ENTER. (N 2,0) Optional
F12=Return	Press F12=RETURN to return to the Work Order Display Screen (p. 10-14).

Pick List Runs Screen Fields and Function Keys

Field/Function Key	Description
Enter	After keying a value in the **Selection** field, press ENTER to review component information for that particular pick list run. The Components Information Display Screen (p. 10-22) appears.

Components Information Display Screen

```
                         COMPONENTS INFORMATION DISPLAY

 Order:      01 / W0007
 Prt Item:   P24X12                          White Bond 24 X 12 Sheets
      U/M:   SHT
 Rev Level:
 Effective Date:  4/27/08

Ref Line Sts  Item / Description                  Qty Ordered Qty Committed  S
 1  Pck Cnfmd P100 White Bond 36" x 6000 yd roll     2100.000      2100.000

                                                                        Last

 Selection: ...

                                                                F21=BOM Inq
 F4=Co-products  F5=Assignments                  F12=Return     F22=Itm Inq
```

Co-products Information Display Screen

```
                         CO-PRODUCTS INFORMATION DISPLAY

 Order:      01 / W0007
 Prt Item:   P24X12                          White Bond 24 X 12 Sheets
      U/M:   SHT
 Rev Level:
 Effective Date:  4/27/08

Ref Line Sts  Item / Description                  Qty Ordered  Qty Received
 1  No Receip P12X12 White Bond 12 X 12 Sheets       1000.000

                                                                        Last

                                                                F21=BOM Inq
 F4=Components   F2=Cost Info                    F12=Return     F22=Itm Inq
```

The Components Information Display Screen appears after you press F5=COMP/CO-PR on the Work Order Display Screen (p. 10-14), or after you key a value in the **Selection** field and press ENTER on the Pick List Runs Screen (p. 10-19). A summary line for each component item appears on this screen. If you accessed this screen from the Pick List Runs Screen (p. 10-19) after selecting a specific pick list run number, only components associated with the pick list run you selected will appear on this screen. The pick list run you selected appears in the upper right portion of the screen.

Use this screen to review component information, and/or access co-products, assignments (for an open work order only), the BOM Inquiry, or the Item Inquiry.

The Co-products Information Display Screen appears after you press F4=COMPONENTS toggle function key on the Components Information Display Screen. A summary line for each co-product that is produced from the parent item appears on this screen. Use this screen to review co-product information, display cost detail information, and/or access components, the BOM Inquiry, or the Item Inquiry.

Components Information Display Screen Fields and Function Keys

Field/Function Key	Description
Order	The order number associated with this work order. Display
Prt Item	The parent item number for which component/co-product information displays. Display
U/M	The unit of measure assigned to the parent item. Display
Rev Level	The revision level or latest release of the parent item, if applicable. Display
Effective Date	The effective date of this work order, if applicable. Display
Co/Customer	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if the work order was not copied from a customer specific bill. Display
(Description)	The description of the parent item; up to two lines of a description may be displayed. Display
PL Run #	The pick list run number of the pick list run you selected on the Pick List Runs Screen (p. 10-19). Only components associated with this pick list run appear on this screen. If you did not select a pick list run from the Pick List Runs Screen (p. 10-19), this does not appear. Display

Components Information Display Screen Fields and Function Keys

Field/Function Key	Description
Ref	This field displays the reference number of the component/co-product on this screen. Use this field to reference any additional component/co-product information that may exist for the selected item by keying this number in the **Selection** field and pressing ENTER. You can use this field to reference location reservation information for the selected item by keying this number in the **Selection** field and pressing F5=ASSIGNMENTS. Display
Line Sts	This field displays the current status of the component item. This status can be different or at a different stage than the order status of the work order with which this component is associated. Component items can be assigned one of the following statuses: • Mtl Short (indicating that this item is not completely able to be picked) • Pck Ready (indicating that the quantity needed for the work order is available and can be picked) • Pck Printed (indicating that a Work Order Pick List has printed for this item) • Pck Cnfmd [indicating that the line is pick confirmed in Maintain Work Orders (MENU WOMAIN)] • Depleted (indicating that the quantity for this item has been depleted from your inventory - this is performed when you post work order receipts) • Held - XX (indicating that the work order is held, where XX is the hold code identifying the reason of the hold) • History (indicating that the work order has been posted and resides in history) Additionally, this field displays the current status of the co-product. Co-products can be assigned one of the following status conditions: • No Receipts (indicating that this item has no receipts posted against it) • Prtl Rcpts (indicating that this item has partial receipts posted against it) • Received (indicating that this ordered item has been fully received) Display
Item/Description	The component or co-product item number and its description. Display
Qty Ordered	The quantity ordered of this component item for this work order. On the Co-products Information Display Screen, this field appears only if the F2=COST INFO / F2=QTYS toggle function key appears as F2=COST INFO. This field displays the expected quantity to be received to date of this co-product. Display

Components Information Display Screen Fields and Function Keys

Field/Function Key	Description
Qty Received	The **Qty Received** field only displays on the Co-products Information Display Screen. This field appears only if the F2=Cost Info / F2=Qtys toggle function key appears as F2=Cost Info. This field displays the actual quantity received to date of this co-product. Display
Qty Committed or Depleted	The **Qty Committed or Depleted** field only displays on the Components Information Display Screen. If you selected an open work order, this field displays the quantity of current on-hand inventory that is for this work order. If you selected a work order in history, this field displays the quantity depleted of this component item for this work order. Display
S	This field identifies if this item is a special order. Y displays in this field if this item is a special order. This field is blank if this item is not a special order. Display
Override Cost	The **Override Cost** field only displays on the Co-products Information Display Screen. This field appears only if the F2=Cost Info / F2=Qtys toggle function key appears as F2=Qtys.The co-product's cost that has been overridden in the work order. Display
Cst Pct	The **Cst Pct** field only displays on the Co-products Information Display Screen (p. 10-22). This field appears only if the F2=Cost Info / F2=Qtys toggle function key appears as F2=Qtys.The cost percentage of the work order's total cost that is to be charged to the co-product. Display

Components Information Display Screen Fields and Function Keys

Field/Function Key	Description
Code	The **Cst Pct** field only displays on the Co-products Information Display Screen (p. 10-22). This field appears only if the F2=COST INFO / F2=QTYS toggle function key appears as F2=QTYS. The override cost percentage code that indicates how cost is to be applied to this co-product. • C - the current cost (i.e., average, standard, or user, as defined in Order Entry Options Maintenance, MENU XAFILE) assigned to this co-product in the Item Balance File is used for this item when it is received into inventory • U - the unit cost of the co-product is used when it is received into inventory • X - the extended cost of the co-product is used when it is received into inventory. Display
Selection	Use this field to access component item assignments or component item detail. Key the number in the **Ref** column that corresponds to the component item you want to select and press ENTER to access the Component Detail Screen (p. 10-28). Key the number in the **Ref** column that corresponds to the component you want to select and press F5=ASSIGNMENTS to access the Location Reservations Screen, which is explained in the Order Entry manual. This function is applicable only for an open work order. See F5=ASSIGNMENTS for details. (N 2,0) Optional
F2=Cost Info / F2=Qtys	The F2=COST INFO / F2=QTYS function key only displays on the Co-products Information Display Screen (p. 10-22). Press the F2=COST INFO / F2=QTYS toggle key to display cost information (consisting of the override cost, override code, and cost percentage) or the quantity ordered and actual quantity received to date of this co-product. The fields on the top portion of this screen will toggle appropriately as you press this key.
F4=Co-products F4=Components	Press the F4=CO-PRODUCTS toggle function key to access co-product information associated with the parent item. The Co-products Information Display Screen (p. 10-22) appears. Press the F4=COMPONENTS toggle function key to access component information for items that make up the parent item. The Components Information Display Screen (p. 10-22) appears.

Components Information Display Screen Fields and Function Keys

Field/Function Key	Description
F5=Assignments	The F5=ASSIGNMENTS function key appears only if Warehouse Management is installed and the work order selected has a status of open. After keying a value in the **Selection** field, press the F5=ASSIGNMENTS function key to access the Location Reservations Screen, which lists the warehouse locations reserved for the items selected on the work order. Refer to the Location Reservations Screen in the Order Entry manual.
F12=Return	Press the F12=RETURN function key to return to the previous screen.
F21=BOM Inq	Press the F21=BOM INQ function key to display the Bill of Material Inquiry Screen. Refer to this screen in the Bill of Material User Guide.
F22=Itm Inq	The F22=ITM INQ function key does not appear if you accessed this screen through the Item Inquiry (MENU IAMAIN). Press this key to access the Item Inquiry Screen. Refer to this screen in the Inventory Accounting manual.
Enter	After keying a value in the **Selection** field, press the ENTER key to review component detail information for the selected component item. The Component Detail Screen (p. 10-28) appears.

Component Detail Screen

```
                              COMPONENT DETAIL

 1 / W0007

Item Number:  P100                                U/M:        SQF
Description:  White Bond 36" x 6000 yd roll       Qty Avail:   999999.000

Status:       Pck Cnfmd


Qty Per:           2.00000          Unit Cost:             .00746  SQF
Order Qty:       2100.000    SQF    Rtg Step:   0000
Commit Qty:      2100.000    SQF    Location:   *ASSGNED
Scrap Qty:        100.000    SQF    Sp Ord:
Scrap Pct:     5.000 %              Vendor:

                                    PO Number:



                                                          F12=Return
```

This screen appears after you key a selection number and press ENTER on the Components Information Display Screen (p. 10-22). Use this screen to review component detail information for the selected component item.

All the fields on this screen are display only and cannot be changed.

Component Detail Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order #)	The company and work order number associated with this work order displays in this field.
Item Number	The item number of the selected component item displays in this field
Description	The description of the selected component item displays in this field.
U/M	The unit of measure of the selected component item displays in this field.
Qty Avail	The available quantity of the selected component item displays in this field.
Status	The current status of this work order, either Pck Cnfmd, Held, Pck Print, Mtrl Short, or Pck Ready.
Qty Per	The quantity per unit of the selected component item displays in this field.
Order Qty	The order quantity of the selected component item for this work order displays in this field.

Component Detail Screen Fields and Function Keys

Field/Function Key	Description
Commit Qty	The committed quantity of the selected component item for this work order displays in this field.
Scrap Qty	The scrap quantity assigned to the selected component item for this work order displays in this field.
Scrap Pct	The scrap percentage assigned to the selected component item for this work order displays in this field.
Unit Cost	The unit cost of the selected component for this work order displays in this field.
Rtg Step	The routing sequence that this component item is assigned to be picked displays in this field.
Location	The warehouse location status for the selected component item displays, either • *FIRST: The primary picking location for this item as defined on the Use Location Screen in Warehouse Management. • *MISSING: Items that have not yet been assigned for picking. • *ASSGNED: Items that have been assigned a location and have been assigned a lot or serial number, if applicable.
Sp Ord	This field indicates whether the component was special ordered and its status, which may be • N, meaning the component was not special ordered. • Y, meaning the component was special ordered. Y displays only for a closed work order in history. • X, meaning the order for the open work order component has been extracted to the Special Order File. • R, meaning the special order purchase order for the open work order has been received for this item. This field appears for special order component items that are part of a work order in history only if the **Retain Special Order History** field is set to Y in Special Order Options (MENU XAFILE).
Vendor	The number and name of the vendor from whom the component was special ordered displays in this field. If the component is not special ordered, this field is blank. This field appears for special order component items that are part of a work order in history only if the **Retain Special Order History** field is set to Y in Special Order Options (MENU XAFILE).

Component Detail Screen Fields and Function Keys

Field/Function Key	Description
PO Number	The company and number of the purchase order for the special order component item displays in this field. If the component is not special ordered, this field is blank. This field appears for special order component items that are part of a work order in history only if the **Retain Special Order History** field is set to Y in Special Order Options (MENU XAFILE).
F12=Return	Press the F12=RETURN function key to return to the Components Information Display Screen (p. 10-22).

Special Charge Display Screen

```
                          SPECIAL CHARGE DISPLAY

                                   Parent Item: P24X12
Order No:   01 / W0007             Description: White Bond 24 X 12 Sheets
Rev. Level:        Effective Date:  4/27/08

Cd Charge Description                                              Amount
 2 Special Handling                                                 100.00

                                                                      Last

                                                              F12=Return
```

This screen appears after you press F6=SP CHGS on the Work Order Display Screen (p. 10-14). Use this screen to review a summary line for each special charge that exists for this work order.

If you are reviewing information for a work order in history, History will appear in reverse image on the top right of this screen.

All the fields on this screen are display only and cannot be changed.

Special Charge Display Screen Fields and Function Keys

Field/Function Key	Description
Co/Cust	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill.
Order No	The work order number for which special charges exist.
Rev. Level	The revision level or latest release of the parent item, if applicable.
Effective Date	The latest effective date of this work order, if applicable.
Parent Item	The parent item number associated with the work order for which special charges exist.
Description	The description of the parent item.

Special Charge Display Screen Fields and Function Keys

Field/Function Key	Description
Cd	The code assigned to this special charge. This code can have a value of 1 through 9, as defined through Special Charge Definitions Maintenance (MENU OEFILE) and is used to define a special charge for an order.
Charge Description	The description of the special charge applicable to the work order. Special charges, defined through Special Charge Definitions Maintenance (MENU OEFILE), enable you to record non-product charges such as freight, handling charges, and so on.
Amount	The total amount that was incurred from the special charge for this work order.
F12=Return	After reviewing the special charge information, press the F12=RETURN function key to return to the Work Order Display Screen (p. 10-14).

Routing Display Screen

```
                              ROUTING DISPLAY
                                                                Comment:   NO
Order No:     1 / W0007                  White Bond 24 X 12 Sheets
Parent Item: P24X12
Rev Level:                               Effective Date:  4/27/08
                                                        Quantity      Last
   Seg S Oper  Operation Description       Dept  W/C   Completed   Activity OC
1   10   SLIT  Slit Rolls of Paper        CUT   SLIT
2   20   CUT   Cut Sheets to Size         CUT   CUT
3   23   OASB  Outside Assembly Service   SH/RC SHIP                         S
4   25   BACK  Receive O/S Operations Bac SH/RC RECV                         R

5   30   WRAP  Wrap Item into Packaging   ASBLY PACK                          Y
6   40   PACK  Pack Items into Boxes      ASBLY PACK                          Y

                                                                          Last
Selection: _ .
                                                F5=Comment     F12=Return
```

This screen appears after you press F9=ROUTINGS on the Work Order Display Screen (p. 10-14). Use this screen to review a summary line for each routing sequence within this work order or access production activity associated with a particular routing sequence.

If you are reviewing information for a work order in history, History will appear in reverse image on the top right of this screen.

Routing Display Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill. Display
Order No	The work order number for which routing information appears. Display
Parent Item	The parent item number used in the routing sequence. Display
Rev Level	The revision level or latest release of the parent item, if applicable. Display
(Description)	The description of the parent item. Display

Routing Display Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	The latest effective date of this work order, if applicable. Display
Comment	Indicates if there are general routing comments associated with this work order. YES appears in this field if general routing comments exist for this work order; otherwise, NO appears. If YES appears, you can use the F5=COMMENT function key. Display
(Reference)	The reference number of the routing sequence on this screen. Use this field to reference any production activity information for the selected routing sequence by keying this number in the **Selection** field. Display
Seq	The routing sequence number assigned to identify this routing sequence within the work flow. This sequence is where a particular operation is performed on the parent item. Display
S	The status of the routing sequence (if this sequence process is active or suspended). When creating a work order through Maintain Work Orders (MENU WOMAIN), both types of statuses are available for the work order. You can alter the associated routing process by modifying it, deleting it, suspending it, and so on. **S** appears in this field if this operation is suspended. Otherwise, this field is blank, identifying the routing process as active. Display
Oper	The operation code assigned to identify the operation that is being performed at this step in the routing sequence. Display
Operation Description	The description of the operation that is being performed at this step in the routing sequence. Display
Dept	The department associated with the work center, as defined through Work Center Maintenance (MENU WOFILE). This is the department where this operation is performed within the routing sequence. Display
W/C	The department associated with the work center, as defined through Work Center Maintenance (MENU WOFILE). This is the department where this operation is performed within the routing sequence. Display

Routing Display Screen Fields and Function Keys

Field/Function Key	Description
Quantity Completed	The quantity completed for this activity within the routing sequence. Display
Last Activity	The last date activity was performed within this routing sequence. Display
OC	The first column of this field identifies if this routing sequence is an outside service shipment (S appears) or an outside service receipt (R appears). This field is blank if no special processing is used for shipping or receiving items to/from a service vendor. The second column of this field identifies if routing comments exist for the outside service shipment, including non-outside service shipments, or receipt (Y appears if comments exist; otherwise, the second column of this field is blank). Display
Selection	Use this field to select one of the routing sequences on this screen to display associated production activity or to access comments. Key the number in the reference column that corresponds to the routing sequence you want to select and press ENTER or F5=COMMENT. (N 2,0) Optional
F5=Comment	If YES appears in the **Comment** field and you leave the **Selection** field blank, press the F5=COMMENT function key to review general comments associated with the work order. The General Routing Comments Screen (p. 10-36) appears. If you enter a reference number of a specific routing sequence in the **Selection** field that has a Y in the **C** column of the **OC** field, press the F5=COMMENT function key to access comments associated with a specific routing sequence (as opposed to general comments). The Routing Display Screen (p. 10-33) appears.
F12=Return	Press the F12=RETURN function key to return to the Work Order Display Screen (p. 10-14).
Enter	After keying a reference number of a routing sequence in the **Selection** field, press the ENTER key to access the Production Activity Display Screen (p. 10-38).

General Routing Comments Screen

```
    1 / W0008              GENERAL ROUTING COMMENTS

Parent Item: P8.5X11                          Quantity:        5000.000  SHT
Rev. Level:        Effective Date:  4/27/10


Print    Comments/Intructions
         This job is being tested with the new production methodology    1
         so refer to the draft instruction booklet from the superviso    2

                                                                      Last

                                                                F12=Return
```

Routing Comments Screen

```
    1 / W0008                 ROUTING COMMENTS

Parent Item: P8.5X11                          Quantity:        5000.000  SHT
Rev. Level:        Effective Date:  4/27/10
Operation:  PACK       Pack Items into Boxes


Print    Comments/Intructions
  T      PACK 10 REAMS IN A CASE                                       1

                                                                      Last

                                                                F12=Return
```

The General Routing Comments Screen displays when F5=COMMENTS is pressed on the Routing Display Screen (p. 10-33). Use this screen to review general routing comments for this work order. General routing comments will default into a work order from the bill of material; but work order specific comments can also be entered through Work Order Maintenance (MENU WOMAIN).

The Routing Comments Screen displays when a **(Reference Number)** is keyed in the **Selection** field of the Routing Display Screen (p. 10-33) and you press F5=COMMENTS. Use this screen to review routing comments for a specific routing sequence for this work order. Routing sequence comments will default into a work order from the bill of material; but work order specific routing sequence comments can also be entered through Work Order Maintenance (MENU WOMAIN).

All the fields on this screen are display only and cannot be changed.

General Routing Comments Screen and Routing Comments Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order)	The company number and the work order number of the order being processed.
Parent Item	The parent item number for which outside service is being performed.
Quantity	The quantity ordered of the parent item for the selected work order.
Rev. Level	The revision level or release of the parent item, if applicable.
Effective Date	The effective date of this work order, if applicable.
Operation	This field only displays on the Routing Comments Screen (p. 10-36). The operation code assigned to identify the operation that is being performed at this step in the routing sequence.
Print	The **Print Code**, if applicable, assigned to each line of comment text. X displays if the associated comment text will not print on the Work Order Traveler, PO Pick List, or Outside Service Receiving List. T displays if the associated comment text will print on the Work Order Traveler document only. P displays if the associated comment text will print on the PO Pick List only. R displays if the associated comment text will print on the Outside Service Receiving List only. This field is blank if the associated comment text will print on the Work Order Traveler, PO Pick List, or Outside Service Receiving List.
Comments/Instructions	The free form comments/instructions associated with the parent item or selected operation.
F12=Return	Press the F12=RETURN function key to return to the Routing Display Screen (p. 10-33)

Production Activity Display Screen

```
Order:        01 / W0007    PRODUCTION ACTIVITY DISPLAY
Prt Item:     P24X12
Rev Level:                                      Effective Date:  4/27/08
Routing Seq:   10
Oper Code:    SLIT  Slit Rolls of Paper
                                        Tot Time
  Sel Start Date  Emp# Name              hh:mm      Cmp Qty    Scrap Qty
    1  12/09/09   2781 Dianna C. Frankli  1:30       10.000

                                                                   Last
Selection: ...
 F3=Exit                                                     F12=Return
```

This screen appears after you key the reference number of a routing sequence in the **Selection** field and press ENTER on the Routing Display Screen (p. 10-33). It displays a summary line for each activity associated with the selected routing sequence, which may represent an outside service shipment, receipt, or neither if the selected routing sequence is performed in-house.

Use this screen to review any production activity information that may exist for the selected routing sequence. You can track which operations an employee performed, the start date and total time, the quantity of completed items, the quantity of items scrapped, and outside service summary and detail information, if applicable.

Production Activity Display Screen Fields and Function Keys

Field/Function Key	Description
Order	The work order number for which production activity appears. Display
Prt Item	The parent item number associated with the work order for which production activity has occurred. Display
Rev Level	The revision level or latest release of the parent item, if applicable. Display
Routing Seq	The routing sequence of the operation you selected on the Routing Display Screen (p. 10-33) and for which production activity appears on this screen. Display

Production Activity Display Screen Fields and Function Keys

Field/Function Key	Description
Oper Code	The operation code and its description that you selected on the Routing Display Screen (p. 10-33) and for which production activity appears on this screen. Display
Co/Customer	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill. Display
Effective Date	The latest effective date of this work order, if applicable. Display
PO	The purchase order number associated with this work order. Display
Sel	The reference number of the production activity on this screen. Use this field to reference any outside service shipment/receipt information for the selected production activity by keying this number in the **Selection** field. Display
Start Date	The date work started for this production activity. Display
Emp #	The number of the employee who performed this activity. Display
Name	The number of the employee who performed this activity. Display
Tot time	The total time this employee took to perform this activity. Display
Cmp Qty	The total quantity of items this employee completed during this activity. Display
Scrap Qty	The total items scrapped during this activity. Display
Shp #	This field appears only if this activity is designated as an outside service shipment. The shipping number associated with the production activity, if this production activity for the routing sequence is designated as a shipment to an outside service vendor. Display

Production Activity Display Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select an activity line to review production detail for the selected activity or outside service or receipt information. Key the reference number associated with the production activity you want to select and press ENTER to access product detail information. Key the reference number associated with the production activity you want to select and press F5=O/S SHP DTL / F5=O/S RCPT DTL to review outside service shipment or receipt information, if applicable. (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option to return to the menu.
F4=OS/Sum	The F4=OS/SUM function key does not appear if the routing sequence you selected on the Routing Display Screen (p. 10-33) requires no special processing (i.e., performed in-house). Press the F4=OS/SUM function key to access outside service summary information for both shipments and receipts for the items associated with the selected production activity and routing sequence. The Outside Service Summary Information Screen (p. 10-41) appears.
F5=O/S Shp Dtl / F5=O/S Rcpt Dtl	The F5=O/S SHP DTL / F5=O/S RCPT DTL function key does not appear if the routing sequence you selected on the Routing Display Screen (p. 10-33) requires no special processing (i.e., performed in-house). If the routing sequence you selected on the Routing Display Screen (p. 10-33) is an outside service shipment, this function key appears as F5=O/S RCPT DTL. If the routing sequence you selected on the Routing Display Screen (p. 10-33) is an outside service receipt, this function key appears as F5=O/S SHP DTL. After keying a reference number of a production activity in the SELECTION field, press the F5=O/S SHP DTL / F5=O/S RCPT DTL function key to review outside service or receipt information. If the activity is an outside service shipment to a vendor, the Outside Service Shipment Information Screen (p. 10-49) appears. If the activity is an outside service receipt, the Outside Service Receipt Information Screen (p. 10-51) appears.
F12=Return	Press the F12=RETURN key to return to the Routing Display Screen (p. 10-33).
Enter	After keying a reference number of a production activity in the **Selection** field, press the ENTER key to confirm your selection. The Production Activity Detail Screen (p. 10-53) appears, where you can review production detail for the selected activity.

Outside Service Summary Information Screen

```
                    OUTSIDE SERVICE SUMMARY INFORMATION
 PO:       M00002
 Order:    01 / W0009
 Vendor:   WOVEN  WORK ORDER PROCESSING VENDOR
 Contact:                                  Phone:
 Routing:   25                                                 Ext.:
Sl Item                    Ship Rcpt Total to Ship      Shipped     At Vendor
 1  P24X12                    1          2000.000      2000.000      2000.000

                                                                      Last
Selection: _ .
                    F5=Header         F9=Remaining   F10=Received    F12=Return
```

This screen appears after you press F4=OS/SUM on the Production Activity Display Screen (p. 10-38). It displays outside service summary information for both shipments and receipts for the items associated with the selected production activity and routing sequence.

Use this screen to review outside service shipment/receipt summary information, access outside service PO information, toggle between displaying the remaining and total ship quantity, and toggle between displaying the received and shipped quantity.

Outside Service Summary Information Screen Fields and Function Keys

Field/Function Key	Description
PO	The purchase order associated with this work order. Display
Order	The work order number associated with the items for this outside service shipment. Display
Vendor	The outside service vendor and description of the vendor associated with this work order. Display
Contact	The name of the contact person associated with the outside service vendor. Display

Outside Service Summary Information Screen Fields and Function Keys

Field/Function Key	Description
Routing	The step in the routing sequence that this production activity occurs. Display
Co/Cust	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill. Display
Phone	The phone number of the outside service vendor. Display
Sl	The reference number of the item on this screen. Use this field to reference any outside service PO detail for the selected component item by keying this number in the **Selection** field. Display
Item	The item number to be worked on by the outside service vendor. Display
Ship	The total quantity of items that have been shipped to the outside service vendor for this work order. Display
Rcpt	The total quantity of shipped items received back from the outside service vendor for this work order. Display
Total to Ship / Remaining	The total quantity of items to be shipped to the outside service vendor for this order and the remaining items to be shipped, as toggled with the F9=REMAINING / F9=TOTAL SHIP function key. Display
Shipped / Received	The total quantity of items that have been shipped to the outside service vendor to date for this work order and the total items received back from the outside service vendor, as toggled with the F10=SHIPPED / F10=RECEIVED function key. Display
At Vendor	The total quantity of shipped items that have been shipped to the outside service vendor, but to date have not been received back for this work order. Display

Outside Service Summary Information Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select an item on this screen for which you want to review outside service PO detail information. Key the reference number associated with the item you want to select and press ENTER to access outside service PO detail information. (N 2,0) Optional
F5=Header	Press the F5=HEADER function key to access outside service PO information. The Outside Service PO Information Screen (p. 10-44) appears.
F9=Remaining / F9=Total Ship	Press the F9=REMAINING / F9=TOTAL SHIP function key to toggle the fields on this screen between the total items to ship and the remaining items to be shipped.
F10=Shipped / F10=Received	Press the F10=SHIPPED / F10=RECEIVED function key to toggle the fields on this screen between the total items shipped to date and the total items received back from the outside service vendor.
F12=Return	Press the F12=RETURN function key to return to the Production Activity Display Screen (p. 10-38).
Enter	After keying the reference number of an item in the **Selection** field, press the ENTER key to confirm your selection. The Outside Service PO Detail Screen (p. 10-47) appears, where you can review outside service PO detail for the selected item.

Outside Service PO Information Screen

```
     1 / W0009         OUTSIDE SERVICE PO INFORMATION
PO:  M00002
Parent Item:  P24X12                          Quantity:    2000.000    SHT
Desc:   White Bond 24 X 12 Sheets
Vendor: WOVEN   WORK ORDER PROCESSING VENDOR
                                      Contact:
                                      Phone:
                                                          Ext.:


Return Shipment:
WH:     1




       Order Date:     12/09/09   Ship Via:
       Due Date:       12/15/09   FOB:
       Sales Tax:             %   Terms:
       Confirming:     N          Quote No:
       Assignee:                  Buyer:    104          Dsc Pct:       %

                                                                  F12=Return
```

This screen appears after you press F5=HEADER on any of the following screens:

- Outside Service Summary Information Screen (p. 10-41)
- Outside Service Shipment Information Screen (p. 10-49)
- Outside Service Receipt Information Screen (p. 10-51)

Use this screen to review outside service PO information. This information was entered through Maintain Work Orders (MENU WOMAIN) for the identified work order.

All the fields on this screen are display only and cannot be changed.

Outside Service PO Information Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order Number)	The company number and the work order number of the order being processed.
PO	The purchase order number associated with the outside service being performed for this item on the work order.
Parent Item	The parent item number for which outside service is being performed.
Quantity/UM	The quantity ordered of the parent item and its associated unit of measure.
Desc	The description of the parent item.

Outside Service PO Information Screen Fields and Function Keys

Field/Function Key	Description
(Send to) Vendor	The vendor number followed by the vendor name and address of the vendor to which you will send the outside service shipment.
Contact	The contact person for this vendor.
Phone / Ext	The phone number of the contact person.
Return Shipment	The location to which the outside service shipment will be returned upon completion.
WH	The finished goods warehouse for this work order.
Order Date	The date that the purchase order for this outside service shipment is created.
Ship Via	The standard shipping instructions of the Purchase Order for this outside service shipment.
Due Date	The date by which the items for this outside service shipment should be received. This date will print on the purchase order.
FOB	The standard freight terms for this outside service vendor.
Sales Tax %	The sales tax percentage that is applied to all taxable items on this outside service shipment.
Terms	The outside service vendor's payment terms for this outside service shipment, which are printed on the Purchase Order.
Confirming	Indicates if the purchase order for this outside service shipment will be a confirming purchase order. A confirming purchase order is used to confirm a prior verbal purchase order. • Y - is a confirming purchase order. A message will print on the Purchase Order for this outside service shipment indicating confirmation of a prior purchase order. • N - this is not a confirming purchase order.
Quote No	The quotation number for this outside service shipment.
Assignee	The number of the assignee for the purchase order. An assignee is used if the payment is due to a vendor other than the one specified on the requisition. Payment will be due to the assignee.
Buyer	The code of the buyer who primarily deals with this vendor and is responsible for this outside service shipment.
Dsc Pct	The discount percentage that will be used as the default discount amount applied for this outside service shipment.

Outside Service PO Information Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Outside Service Summary Information Screen (p. 10-41).

Outside Service PO Detail Screen

```
                    OUTSIDE SERVICE PO DETAIL

PO:       M00001
W/O:      01 / W0007
Parent:   P24X12
Vendor:   WOVEN  WORK ORDER PROCESSING VENDOR
Contact:
Routing:    23

Item:      P24X12
Desc:     White Bond 24 X 12 Sheets


          Qty Ord       U/M   B              Cost    Dsc %          Total
             1000.000   SHT   U             .10000                  100.00
          Unit Wgt

                                                                 F12=Return
```

This screen appears after you press ENTER on the Outside Service Summary Information Screen (p. 10-41). Use this screen to review outside service PO detail for the selected item.

All the fields on this screen are display only and cannot be changed.

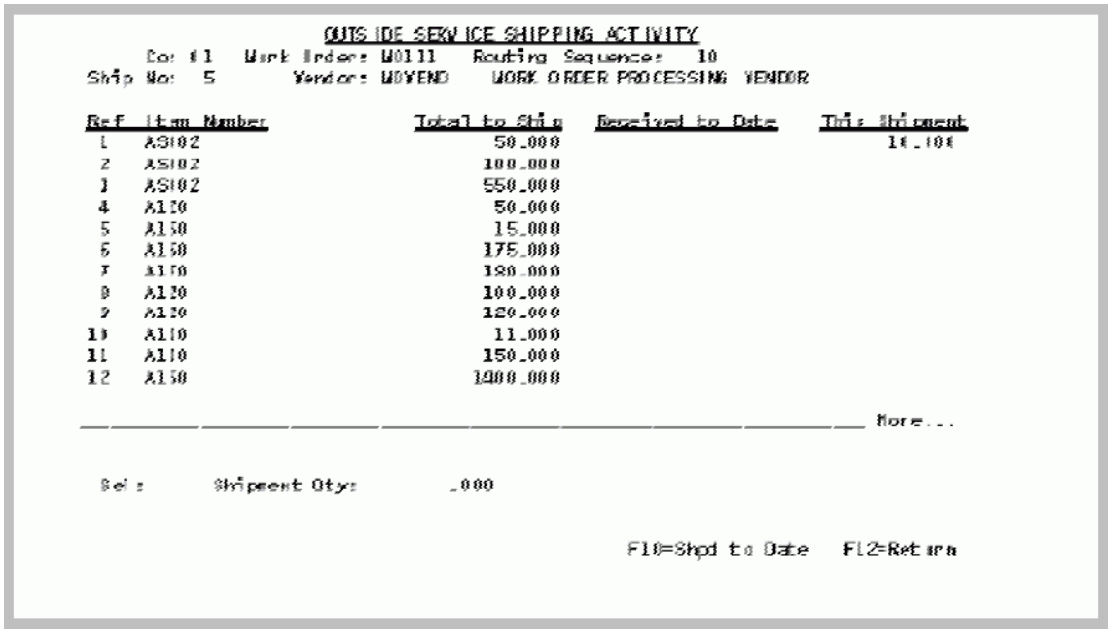
Outside Service PO Detail Screen Fields and Function Keys

Field/Function Key	Description
PO	The purchase order number for this outside service.
W/O	The company number and work order associated with this outside service.
Parent	The parent item number associated with this work order.
Vendor	The outside service vendor.
Contact	The contact person assigned for this outside service vendor.
Routing	The routing sequence number for this outside service.
Item	The item number for which you selected to review outside service PO detail information.
Desc	The description of the item for this outside service.
Qty Ord	The quantity ordered of this item for the purchase order.
U/M	The stocking unit of measure for this item number.

Outside Service PO Detail Screen Fields and Function Keys

Field/Function Key	Description
B	The charge basis for the cost of the selected item. This field is used to calculate the **Total Cost** field of the selected item for this work order. The following values appear in this field: • U: This represents the cost calculated per unit. This will calculate the total cost by multiplying the **Cost** field by the **Qty Ord** field. • L: This represents the cost you enter in the **Cost** field, which would be the cost of the entire ordered quantity, or the entire lot, of this item for this work order. • W: This represents the cost by unit of weight. This will calculate the total cost by multiplying the **Cost** field by the **Unit Wgt** field. • Blank: This represents a zero cost assigned for the item ordered. This would be used in situations such as rework, where you want no costs associated with these items.
Cost	The per unit cost of the selected item.
Dsc %	The discount percentage assigned to the selected item.
Total	The extended cost of the outside service charge for the selected item.
Unit Wgt	The unit weight of the selected item.
F12=Return	Press the F12=RETURN function key to return to the Outside Service Summary Information Screen (p. 10-41).

Outside Service Shipment Information Screen



This screen appears after you key a reference number in the **Selection** field on the Production Activity Display Screen (p. 10-38) and press F5=O/S SHP DTL, if the activity you selected is an outside service shipment to a vendor. It displays outside service shipment summary information for the selected production activity.

Use this screen to review outside service shipment information for the items associated with this production activity and routing sequence. You can review the item numbers, unit of measure, total shipped, and amount of items to ship for this current shipment.

All the fields on this screen are display only and cannot be changed.

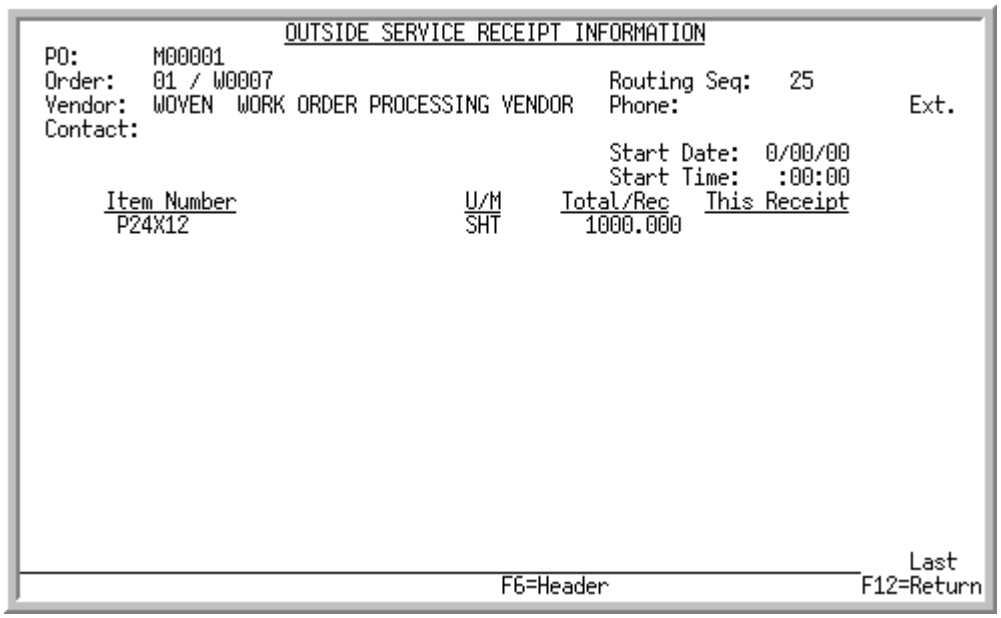
Outside Service Shipment Information Screen Fields and Function Keys

Field/Function Key	Description
PO	The purchase order number associated with this work order.
Order	The work order associated with the items for this outside service shipment.
Vendor	The vendor code for the outside service vendor to whom this shipment is being sent.
Contact	The name of the contact of the outside service vendor.
Phone	The phone number of the outside service vendor.
Ship No	The shipping number associated with this outside service shipment.

Outside Service Shipment Information Screen Fields and Function Keys

Field/Function Key	Description
Routing Seq	The routing sequence step associated with the production activity.
Co/Cust	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill.
Start Date	The start date of the production activity.
Start Time	The start time of the production activity.
Item Number	The number of the item to be shipped to the outside service vendor.
U/M	The unit of measure associated with the item to be shipped to the outside service vendor.
Total/Ship	The total quantity of each item to ship to the outside service vendor. This value was established in the creation of the work order outside service PO process.
This Shipment	The total quantity of items to ship to the outside service vendor for this shipment only. You can maintain this quantity through Maintain Production Activity (MENU WOMAIN).
F5=Header	Press the F5=HEADER function key to access outside service PO information. The Outside Service PO Information Screen (p. 10-44) appears.
F12=Return	Press the F12=RETURN function key to return to the Production Activity Display Screen (p. 10-38).

Outside Service Receipt Information Screen



This screen appears after you key a reference number in the **Selection** field on the Production Activity Display Screen (p. 10-38) and press F5=O/S RCPT DTL, if the activity you selected is an outside service receipt. It displays outside service receipt summary information for the selected production activity.

Use this screen to review outside service receipt information for the items associated with this production activity and routing sequence. You can review the item numbers, unit of measure, total receipts, and current receipts for that item on the work order.

All the fields on this screen are display only and cannot be changed.

Outside Service Receipt Information Screen Fields and Function Keys

Field/Function Key	Description
PO	The purchase order associated with this work order.
Order	The work order associated with the items for this outside service receipt.
Vendor	The number of the outside service vendor who performed the outside service and from whom the receipt was received.
Contact	The name of the contact person associated with the outside service vendor.
Co/Cust	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill.
Routing Seq	The routing sequence step associated with the production activity.

Outside Service Receipt Information Screen Fields and Function Keys

Field/Function Key	Description
Phone	The phone number of the outside service vendor.
Start Date	The start date of the production activity.
Start Time	The start time of the production activity.
Item Number	The number of the item received from the outside service vendor after the outside production of the item has been completed.
U/M	The unit of measure of the item received from the outside service vendor after the outside production of the item has been completed.
Total/Rec	The total quantity that has been received from the outside service vendor for all outside service receipts for this item. You can maintain this quantity through Maintain Production Activity (MENU WOMAIN).
This Receipt	The total quantity that has been received back from the outside service vendor for this outside service receipt only. You can maintain this quantity through Maintain Production Activity (MENU WOMAIN).
F5=Header	Press the F5=HEADER function key to access outside service PO information. The Outside Service PO Information Screen (p. 10-44) appears.
F12=Return	Press the F12=RETURN key to return to the Production Activity Display Screen (p. 10-38).

Production Activity Detail Screen

```
                         PRODUCTION ACTIVITY DETAIL

Order:       01 / W0007

Prt Item:    P24X12
Rev Level:                                   Effective Date:  4/27/08
Routing Seq:   10                                       PO: M00003
Oper Code:   SLIT  Slit Rolls of Paper

Employee No:  2781
Name:        Dianna C. Frankli
Labor Type:  RUN

Start Date:  12/09/09                     Completed Qty:       20.000
Stop Date:   12/09/09                     Scrapped Qty:
Start Time:    :00                        Labor Rate Cde: 20
Stop Time:     :00                        Labor Rate:           10.520
Total Time:   1:30 (hh:mm)                Labor Amount:            15.78

                                                                F12=Return
```

This screen appears after you make a selection and press ENTER on the Production Activity Display Screen (p. 10-38). Use this screen to review production detail for the selected activity.

All the fields on this screen are display only and cannot be changed.

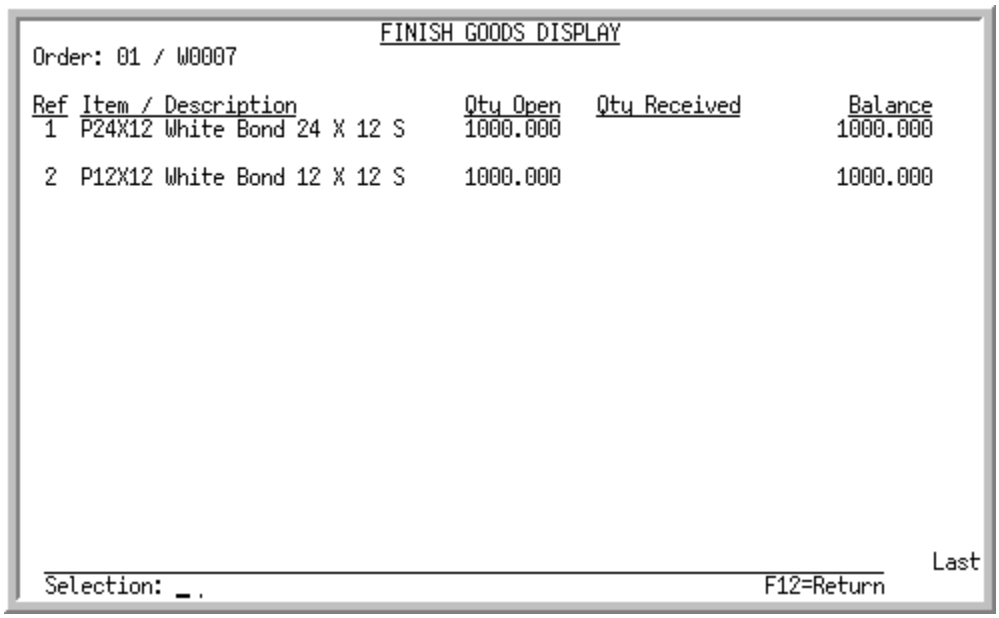
Production Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Order	The company and work order number associated with the selected activity.
Prt Item	The parent item of the work order associated with the selected activity.
Rev Level	The revision level, if applicable, of the bill of material used for the work order associated with the selected activity.
Routing Seq	The routing sequence of the selected production activity.
Oper Code	The operation code of the selected production activity.
Effective Date	The effective date, if applicable, of the bill of material used for the work order associated with the selected activity.
PO	The purchase order number of the selected production activity if it is an outside service.
Employee No	The number of the employee who performed the selected activity as recorded in Production Activity (MENU WOMAIN).

Production Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Name	The name of the employee who performed the selected activity.
Labor Type	Indicates if the selected activity is performed as part of a setup step or if it is for runtime work. SETUP appears in this field if this activity is part of a setup step. RUN appears in this field if this activity is for runtime work.
Start Date	The date work started for the selected production activity.
Stop Date	The date work stopped for the selected production activity.
Start Time	The time work started for the selected production activity.
Stop Time	The time work stopped for the selected production activity.
Total Time	The total time this employee took to perform the selected production activity.
Completed Qty	The total quantity of items this employee completed during the selected production activity.
Scrapped Qty	The total number of items scrapped during the selected production activity.
Labor Rate Code	The labor rate code for the selected production activity.
Labor Rate	The labor rate for the selected production activity.
Labor Amount	The labor amount for the selected production activity.
Ship No/Rcpt Pending	If the selected production activity is an outside service shipment, this field displays the shipping number. If the selected production activity is an outside service receipt, this field indicates whether or not the receipt is pending. If the receipt is pending, Y appears in this field. If the no receipt is pending, this field will be blank.
F12=Return	Press the F12=RETURN function key to return to the Production Activity Display Screen (p. 10-38).

Finished Goods Display Screen



This screen appears after you press F11=FG DISPLAY on the Work Order Display Screen (p. 10-14). It displays summary line information for the finished items associated with this work order.

Use this screen to review the finished goods information for current finished items on this work order. You can access receipt history information with the use of the **Selection** field.

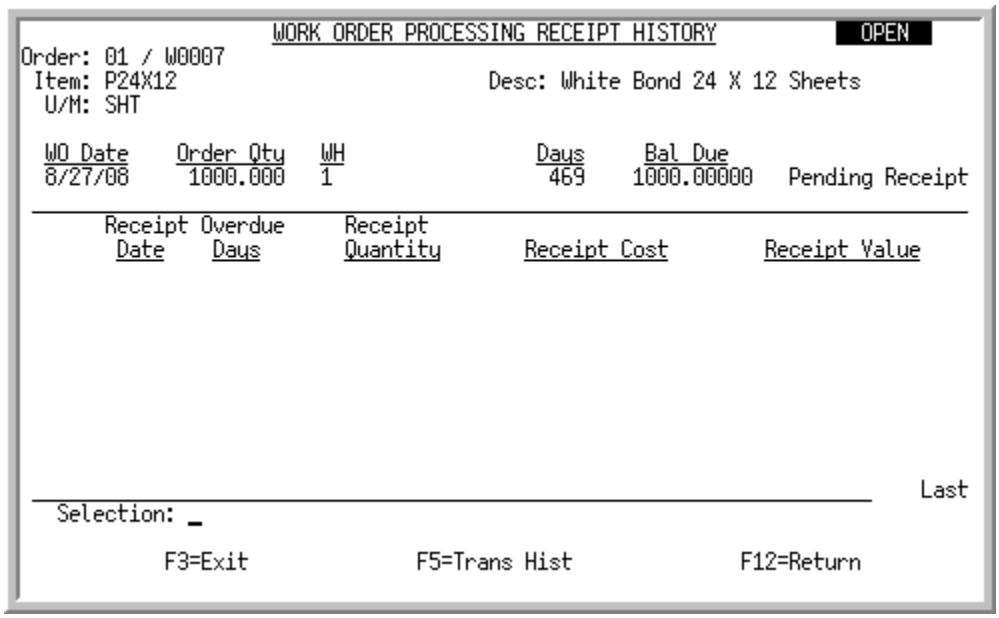
Finished Goods Display Screen Fields and Function Keys

Field/Function Key	Description
Order No	The work order number associated with the finished items. Display
Ref	The reference number of the finished item. Use this field to reference any receipt history information for the selected item on the work order by keying this number in the **Selection** field. Display
Item/Description	The finished parent item number and its description. Display
Qty Open	The total quantity of items ordered for this work order. Display
Qty Received	The total quantity of items received to date for this work order. Display

Finished Goods Display Screen Fields and Function Keys

Field/Function Key	Description
Balance	The total quantity of items still due for this work order. Display
Selection	Use this field to select an item on this screen for which you want to display the receipt history for the particular item. Key the reference number (**Ref** field) associated with the item you want to select and press ENTER. (N 2,0) Optional
F12=Return	Press the F12=RETURN function key to return to the Work Order Display Screen (p. 10-14).
Enter	After keying a reference number of a finished item in the **Selection** field, press the ENTER key to confirm your selection. The Work Order Processing Receipt History Screen (p. 10-57) appears.

Work Order Processing Receipt History Screen



This screen appears after you make a selection and press ENTER on the Finished Goods Display Screen (p. 10-55). It displays summary line information for receipts associated with the selected item. Receipt information appears only if receipts have been posted.

Use this screen to review the receipt history information for the selected item, as well as access transaction history for the selected finished item via the F5=TRANS HIST function key.

Work Order Processing Receipt History Screen Fields and Function Keys

Field/Function Key	Description
Co/Order	The company and work order number for which receipt history appears. Display
Item	The parent item number for which receipt history appears. Display
Desc	The description of the parent item. Display
U/M	The unit of measure associated with the parent item. Display
WO Date	The requested due date for this parent item on the work order. Display
Order Quantity	The total quantity for the parent item that was ordered on this work order. Display

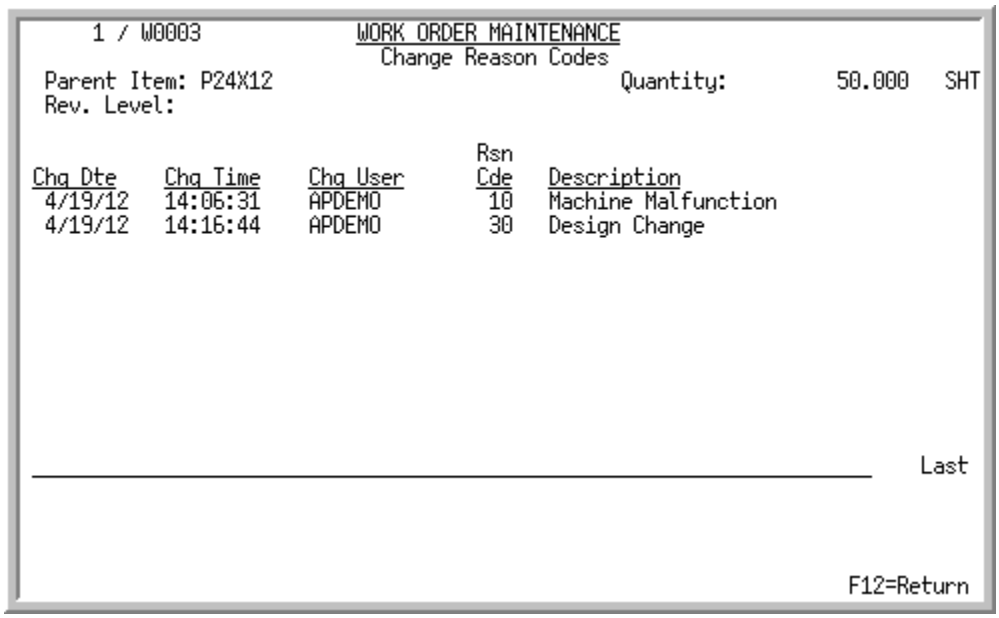
Work Order Processing Receipt History Screen Fields and Function Keys

Field/Function Key	Description
WH	The finished goods warehouse associated with the work order. Display
Days	The total overdue days for the balance of items still due for this work order. If the **Receipt List Type** field displays COMPLETE, this field does not appear. Display
Bal Due	The quantity outstanding of items for this work order that are still due. If the **Receipt List Type** field displays COMPLETE, this field does not appear. Display
(Receipt List Type)	Identifies if the information on this screen contains open receivers (OPEN appears), or completed receivers (COMPLETE appears). Display
(Reference Number)	The reference number of the receipt on this screen. Use this field to reference any transaction history information for the selected receipt by keying this number in the **Selection** field. Display
Receipt Date	The date on which receipts for this item were entered. Display
Overdue Days	The number of days between the requested due date specified on the work order and the actual receipt date. Display
Receipt Qty	The total quantity of the parent item that has been received, in the buying unit of measure. Display
Receipt Cost	The total cost for the item at the time of the receipt transaction. The cost is calculated as **Receipt Qty x Cost = Receipt Cost** Display
Receipt Value	The total cost of the invoice. Display
Selection	Use this field to select a receipt on this screen for which to display transaction history information, if history exists for the receipt you select. Key the number in the reference column that corresponds to the receipt you want to select and press F5=TRANS HIST. (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the Work Order Display Screen (p. 10-14).

Work Order Processing Receipt History Screen Fields and Function Keys

Field/Function Key	Description
F5=Trans Hist	The F5=TRANS HIST function key does not appear if you accessed this screen through General Ledger Inquiry (MENU GLMAIN). After selecting a receipt in the **Selection** field, press the F5=TRANS HIST function key to access transaction history information. The Transaction History Detail Screen appears. For a description of this screen, refer to the Inventory Accounting User Guide.
F12=Return	Press the F12=RETURN function key to return to the Finished Goods Display Screen (p. 10-55).

Work Order Maintenance Change Reason Codes Screen



This screen displays after you press F14=RSN CODE on the Work Order Display Screen (p. 10-14). Use this screen to review information associated with the reason why a due date has been changed.

All the fields on this screen are display only and cannot be changed.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Work Order Maintenance Change Reason Codes Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order)	This field displays the company number and work order number for which you are entering/maintaining work order information.
Parent Item	This field displays the parent item you have selected for this work order.
Quantity	This field displays the total quantity for the parent item for this work order.

Work Order Maintenance Change Reason Codes Screen Fields and Function Keys

Field/Function Key	Description
Rev. Level	This field displays the revision level, if applicable, of the bill of material for this work order.
Effective Date	This field displays the latest effective date, if applicable, of the bill of material for this work order.
Chg Dte	This field displays the date the due date was changed.
Chg Time	This field displays the time the due date was changed.
Chg User	This field displays the name of the user who changed the due date.
Rsn Cde	This field displays the reason code assigned when the due date was changed, indicating why the due date needed to be modified.
Description	This field displays the description of the reason code.
F7=Page Down / F8=Page Up	More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press the F12=RETURN function key to return to the Work Order Display Screen (p. 10-14).

Work Order Activity Screen

```
                              WORK ORDER ACTIVITY
 Co:  1 Order:  W0007     Type: Order       Status: Rcpt Pending
 Parent Item: P24X12
              White Bond 24 X 12 Sheets
   Activity Description   User ID      Date   User Time    Notes
 1 W/O Changed            APDEMO     12/09/09  9:32:21 EST
 2 W/O Changed            APDEMO     12/09/09  9:34:48 EST
 3 Prod Act Maintained    APDEMO     12/09/09  9:35:59 EST
 4 Prod Act Maintained    APDEMO     12/09/09  9:38:27 EST

 5 W/O Changed            APDEMO     12/09/09  9:41:37 EST
 6 W/O Receipts Entered   APDEMO     12/09/09 10:01:27 EST
 7 Prod Act Maintained    APDEMO     12/09/09 10:03:07 EST
 8 Prod Act Maintained    APDEMO     12/09/09 10:04:30 EST

 9 W/O Receipts Changed   APDEMO     12/09/09 10:06:23 EST
10 Prod Act Maintained    APDEMO     12/09/09 10:06:55 EST



                                                                  Last

                          F2=Actual Time     F5=Print Report      F12=Return
```

This screen appears after you press F18=ACTIVITY on the Work Order Display Screen (p. 10-14). Use this screen to review each action performed on the work order. The **Track Work Order Activity** field must be set to Y through Work Orders Options Maintenance (MENU WOFILE) in order for you to access this information. The system tracks the following activities:

- Planned W/O Added
- Production W/O Added
- W/O Allocated
- W/O Changed
- W/O Pick List Printed
- W/O Pick Confirmed
- W/O RF Pick Confirmed
- W/O Pick List Cleared
- W/O Traveler Printed
- O/S PO Printed
- O/S Rec List Printed
- W/O Receipts Entered
- W/O Receipts Changed
- W/O Receipts Deleted
- W/O Partial Receipt
- W/O Received Complete
- W/O Processed by ABR

- Prod Act Maintained
- O/S PO Reprinted

For each activity listed, this screen displays the following:

- a description of the action.
- the user ID of the person or process that performed this action.
- the times and dates of activities in the time zone in which the activity actually occurred, the system time, or your default time zone.
- notes, which may provide additional detail about the activity (for example, hold code or receiver number).

From this screen, you can also print a report of the activities by pressing the F5=PRINT REPORT key.

Work Order Activity Screen Fields and Function Keys

Field/Function Key	Description
F2=Actual Time/ F2=System Time/ F2=User Time	Press the F2=ACTUAL TIME / F2=SYSTEM TIME / F2=USER TIME toggle function key to toggle between displaying the times and dates of activities in the time zone in which the activity actually occurred, the system time, or your default time zone. When this key is toggled, the corresponding date field also changes accordingly. The **Actual Time** is the time in which the activity occurred shown in the time zone of the user who performed the activity. The **System Time** is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3). The **User Time** is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG). For example, a work order was entered at the company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the work order from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone.
F5=Print Report	The F5=PRINT REPORT function key displays only if there is activity available for the work order number. Press the F5=PRINT REPORT function key to print the list of activities for this work order. The Report Options Screen appears. After you press ENTER on the Report Options Screen, the Work Order Activity Report (p. 10-65) is submitted to the specified output queue for printing.

Work Order Activity Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the previous screen.

Work Order Activity Report

```
W0256  12/09/09  10:46:56                          Work Order Activity                          AM/APDEMO     Page   1
Co: 01   Order:  W0007  Type:  Order    Status:  Rcpt Pending
Parent Item: P24X12
            White Bond 24 X 12 Sheets
                                                  ---- User  ----            ---- Actual ----
Work Order Activity            User                Date       Time            Date        Time        Notes
-------------------------------------------------------------------------------------------------------------------------------
W/O Changed                    APDEMO            12/09/09    09:32:21 EST   12/09/09    09:32:21 EST
W/O Changed                    APDEMO            12/09/09    09:34:48 EST   12/09/09    09:34:48 EST
Prod Act Maintained            APDEMO            12/09/09    09:35:59 EST   12/09/09    09:35:59 EST
Prod Act Maintained            APDEMO            12/09/09    09:38:27 EST   12/09/09    09:38:27 EST
W/O Changed                    APDEMO            12/09/09    09:41:37 EST   12/09/09    09:41:37 EST
W/O Receipts Entered           APDEMO            12/09/09    10:01:27 EST   12/09/09    10:01:27 EST
Prod Act Maintained            APDEMO            12/09/09    10:03:07 EST   12/09/09    10:03:07 EST
Prod Act Maintained            APDEMO            12/09/09    10:04:30 EST   12/09/09    10:04:30 EST
W/O Receipts Changed           APDEMO            12/09/09    10:06:23 EST   12/09/09    10:06:23 EST
Prod Act Maintained            APDEMO            12/09/09    10:06:55 EST   12/09/09    10:06:55 EST
```

This report prints after you press F5=PRINT REPORT on the Work Order Activity Screen (p. 10-62) and then ENTER on the Report Options Screen.

This report lists the information from the Work Order Activity Screen (p. 10-62). Refer to that screen for a description of the information included in this report.

Work Order History Screen

```
                              WORK ORDER HISTORY

Work Order No:   1 / W0005        Parent Item: A400
                                  Description: Office Tool Set

Quantity:       1.000   EA        Status:      History

Rev Level:                        Effective Date:
FG WH:        1                   Pick/Comp WH?   1
Job No:
Order Prty:   3

No. Picks:      1                 Entry Date:      9/22/09
Last Pick Dt:  9/22/09            Start Date:      9/22/09
Last Pick Tm: 15:49:17  (HHMMSS)

Allocate:     Y                   Orig Due Date:   9/22/09
Hold Code:                        Rvsd Due Date:   9/22/09
Drawing No:                       Change Rsn Cd:
Parent Cst%:  100.000  %


   F4=PL Run        F6=Sp Chgs      F11=FG Display    F14=Rsn Code
   F5=Comp/Co-Pr    F9=Routings     F12=Return        F18=Activity
```

The Work Order History Screen appears after selecting a work order in history from the Work Order Inquiry List Screen (p. 10-9).

Use this screen to review status information for the selected closed (in history) work order.

All the fields on this screen are display only and cannot be changed.

Work Order History Screen Fields and Function Keys

Field/Function Key	Description
Work Order No	The order number associated with this work order. The company associated with the order displays before this number, if applicable.
Sales Order No	This field appears for work orders if the parent item was special ordered for a customer order. This information is available for work orders in history only if the **Retain Special Order History** field is set to Y in Special Order Options (MENU XAFILE). The company and sales order number associated with the special ordered parent item for this work order. NOTE: Only the original sales order number is stored in Special Order History, so if the order is split, the sales order number shown may no longer contain the parent item. To track the split orders, use the F10=CONSOLIDATE function key in Customer Order/Shipment Inquiry (MENU OEMAIN).

Work Order History Screen Fields and Function Keys

Field/Function Key	Description
Quantity	The quantity of ordered items for this work order.
Rev Level	The revision level or latest release of the parent item.
FG WH	The finished goods warehouse for this work order.
Job No	The job number, if any, associated with this work order. You can specify a job number for a work order through Maintain Work Orders (MENU WOMAIN), which allows you to track multiple work orders for a particular job.
Order Prty	The order priority that was assigned to this work order. Order priorities range from 1-7, 1 being the highest priority and 7 the lowest.
(Pick Information)	The following pick information displays for the selected work order: • **No. Picks**: The number of picks issued to date for this work order. • **Last Pick Dt**: The date of the last pick for this work order. • **Last Pick Tm**: The time of the last pick for this work order.
Allocate	This field indicates if the component items for this work order have been allocated. Y displays in this field if items for this work order have been allocated. N displays in this field if items for this work order have not been allocated.
Hold Code	If this work order has been assigned a hold code through Maintain Work Orders (MENU WOMAIN), this field displays the hold code that was used to designate the reason this work order is being held.
Drawing No	The engineering drawing number, if applicable, associated with the work order. This number is the designation assigned to an individual engineering drawing for tracking or identification purposes. Display
Parent Cst%	The percentage of the total work order cost that is assigned to the parent item through Bill of Material Maintenance (MENU WOFILE). A cost percentage is the fraction of the total work order cost that will be charged to the parent. If the work order does not contain co-products, this field should be 100%. If the work order does contain co-products, the sum of percentages for the parent and all co-products should equal 100%. Display
Parent Item	The item number assigned to the parent.
Description	The description of the parent item.

Work Order History Screen Fields and Function Keys

Field/Function Key	Description

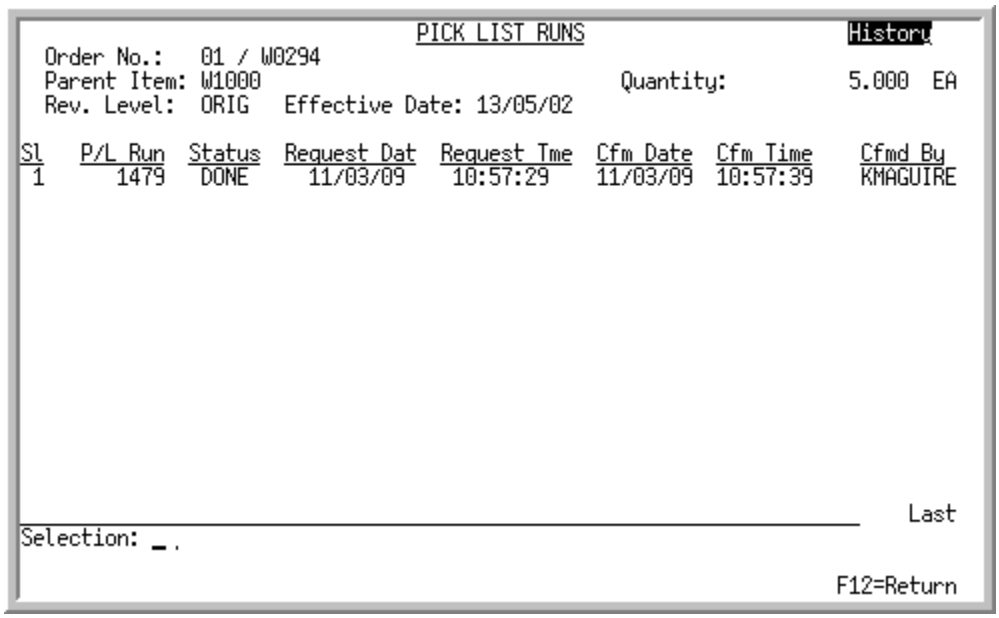
Status	The current status of the work order. One of the following status types appears:
	• **Release Rdy** (The work order is ready to be released for production)
	• **Released** (The work order has been released for production)
	  • **Rlsd-Mtl Sht** (The work order has been released for production; however, some of the components on the work order are unavailable. These components may have been added to the work order after it was released or the work order may have been released with material shortages.)
	  • **Rlsd-Pck Rdy** (The work order has been released for production; however, additional components have been added to the work order since it was released. These components are ready to be picked.)
	• **Confirmed** (The work order has been pick confirmed)
	  • **Cfmd-Mtl Sht** (The work order has been released and at least one Pick List has been printed and pick confirmed. However, some components on the work order are still unavailable (material shortage) for picking. These components were either added to the work order after it was released or the work order was released with material shortages.)
	NOTE: Automatic Backorder Release will attempt to fill these shortage quantities and, when the quantities are filled, the status of the work order will be changed to Cfmd-Pck Rdy.
	  • **Cfmd-Pck Rdy** (work order confirmed - pick ready)
	  • **Cfmd-Rlsd** (work order confirmed and released)
	• **Held** (work order held, followed by the hold code and hold code description)
	• **History** (work order received complete and posted)
	NOTE: The status also indicates if the order is “In Use” by another workstation or program. The workstation or program using the order is identified following this field.

Effective Date	The latest effective date of this work order, if applicable.
Component WH	The picking warehouse for this work order. There is only one component warehouse per work order.
(Date Information)	The following date information appears for the selected work order: • **Entry Date**: The date the order was entered into the system. • **Start Date**: The date when work is expected to begin for this work order.
Orig Due Date	The original date of the work order.

Work Order History Screen Fields and Function Keys

Field/Function Key	Description
Rvsd Due Date	The revised date on which this work order is now due. If the work order cannot meet its original due date, you can assign one or more revised dates.
Change Rsn Cd	The code assigned for the reason the original due date was revised.
F4=PL Run	Press F4=PL RUN to display pick list run information for all Pick Lists that have been generated for this work order. The Pick List Runs Screen (p. 10-19) appears.
F5=Comp/Co-Pr	Press F5=COMP/CO-PR to access component information for items that make up the parent item. The Components Information Display Screen (p. 10-22) appears. From that screen, you can access co-product information on the Co-products Information Display Screen (p. 10-22).
F6=Sp Chgs	Press F6=SP CHGS to access special charges, if any, for the parent item. The Special Charge Display Screen (p. 10-31) appears.
F9=Routings	Press F9=ROUTINGS to access routing sequence and operation information for the parent item. The Routing Display Screen (p. 10-33) appears.
F10=Maintenance	The F10=MAINTENANCE function key appears only for a work order with a status of "open." It does not appear for a work order in history or if you accessed this screen through Maintain Work Orders (MENU WOMAIN). Press F10=MAINTENANCE to maintain the selected work order. The Work Order Header Screen (p. 3-11) appears.
F11=FG Display	Press F11=FG DISPLAY to access finished goods and receipt information for this work order. The Finished Goods Display Screen (p. 10-55) appears.
F12=Return	Press F12=RETURN to return to the Work Order Inquiry List Screen (p. 10-9).
F13=Cost Info	Press F13=COST INFO to review estimated costs associated with the work order. The Work Order Estimated Cost Information Screen (p. 3-66) appears.
F14=Rsn Cde	If the due date has been changed for this work order, press F14=RSN CDE to review information regarding the reason why the due date was changed. The Work Order Maintenance Change Reason Codes Screen (p. 3-22) appears.
F18=Activity	The F18=ACTIVITY function key appears only if the **Track Work Order Activity** field is set to Y through Work Order Options Maintenance (MENU WOFILE). Press this key to display a list of activities that occurred for the selected work order. The Work Order Activity Screen (p. 10-62) appears.

Pick List Runs History Screen



This screen appears after you press F4=PL RUN on the Work Order History Screen (p. 10-66). It displays a summary line for each pick list run for this work order.

Use this screen to review any pick list run information for the items that have been picked for this work order. You can access component information for the selected pick list run with the use of the **Selection** field.

Pick List Runs History Screen Fields and Function Keys

Field/Function Key	Description
Status	History displays in reverse image on the top right of this screen. Display
Order No	The order number associated with this work order. Display
Parent Item	The parent item for which pick list runs have occurred. Display
Rev. Level	The revision level or release of the parent item, if applicable. Display
Effective Date	The effective date of this work order, if applicable. Display

Pick List Runs History Screen Fields and Function Keys

Field/Function Key	Description
Quantity	The quantity ordered of the parent item for the selected work order. Display
Co/Customer	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not display if this work order was not created from a customer specific bill. Display
Sl	The reference number of the pick list run on this screen. Use this field to reference any component information that may exist for this pick list run. Key this number in the **Selection** field. Display
P/L Run	The run number associated with the pick list print. Display
Status	The printing status of the pick list run. Valid status types are: • Exec - currently being executed • Done - pick list printed • Wait - pick list waiting to be printed Display
Request Dat	The date this pick list run was requested. display
Request Tme	The time this pick list run was requested. Display
Cfm Date	The date this pick list run was pick confirmed in Maintain Work Orders (MENU WOMAIN). Display
Cfm Time	The time this pick list run was pick confirmed in Maintain Work Orders (MENU WOMAIN). Display
Cfmd By	The user who confirmed this pick list run. Display
Selection	Use this field to select one of the pick list runs on this screen to review component information for that particular pick list run. Key the number in the **Sl** column that corresponds to the pick list run number you want to select and press ENTER. (N 2,0) Optional
F12=Return	Press F12=RETURN to return to the Work Order Display Screen (p. 10-14).

Pick List Runs History Screen Fields and Function Keys

Field/Function Key	Description
Enter	After keying a value in the **Selection** field, press this key to review component information for that particular pick list run. The Components Information Display Screen (p. 10-22) appears.

Components Information Display History Screen

```
                    COMPONENTS INFORMATION DISPLAY                History

 Order:      01 / W0294
 Prt Item:   W1000                          Overhead Projector
      U/M:   EA
 Rev Level:  ORIG                           PL Run#:      1479
 Effective Date: 13/05/02

Ref  Line Sts Item / Description                 Qty Ordered  Qty Depleted  S
 1  History   W1010 Overhead Lens Unit                 5.000         5.000
 2  History   W1020 Overhead Lens Arm Unit             5.000         5.000
 3  History   W1040 Overhead Base Unit                 5.000         5.000
 4  History   W1160 3M 2800 Lumen Lamp (2)            10.000        10.000

                                                                      Last

 Selection: _ .

                                                                F21=BOM Inq
 F4=Co-products                                 F12=Return      F22=Itm Inq
```

Co-Product Information Display History Screen

```
                    CO-PRODUCT INFORMATION DISPLAY                History

 Order:      01 / W0024
 Prt Item:   P24X12                         White Bond 24 X 12 Sheets
      U/M:   SHT
 Rev Level:

Ref  Line Sts Item / Description                 Qty Ordered  Qty Received
 1  History   P12X12 White Bond 12 X 12 Sheets         1.000        10.000

                                                                      Last

                                                                F21=BOM Inq
 F4=Components   F2=Cost Info                   F12=Return
```

The Components Information Display History Screen appears after you press F5=COMP/CO-PR on the Work Order History Screen (p. 10-66), or after you key a value in the **Selection** field and press ENTER on the Pick List Runs History Screen (p. 10-70). A summary line for each component item appears on this screen. If you accessed this screen from the Pick List Runs History Screen (p. 10-70) after selecting a specific pick list run number, only components associated with the pick list run you selected will appear on this screen. The pick list run you selected appears in the upper right portion of the screen.

Use this screen to review component information, and/or access co-products, assignments (for an open work order only), the BOM Inquiry, or the Item Inquiry.

The Co-Product Information Display History Screen appears after you press F4=COMPONENTS toggle function key on the Components Information Display History Screen. A summary line for each co-product that is produced from the parent item appears on this screen. Use this screen to review co-product information, display cost detail information, and/or access components, the BOM Inquiry, or the Item Inquiry.

Components Information Display History Screen and Co-Products Information Display History Screen Fields and Function Keys

Field/Function Key	Description
Status	History displays in reverse image on the top right of this screen. Display
Order	The order number associated with this work order. Display
Prt Item	The parent item number for which component/co-product information displays. Display
U/M	The unit of measure assigned to the parent item. Display
Rev Level	The revision level or latest release of the parent item, if applicable. Display
Effective Date	The effective date of this work order, if applicable. Display
Co/Customer	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if the work order was not copied from a customer specific bill. Display
(Description)	The description of the parent item; up to two lines of a description may be displayed. Display
PL Run #	The pick list run number of the pick list run you selected on the Pick List Runs Screen (p. 10-19). Only components associated with this pick list run appear on this screen. If you did not select a pick list run from the Pick List Runs Screen (p. 10-19), this does not appear. Display

Components Information Display History Screen and Co-Products Information Display History Screen Fields and Function Keys

Field/Function Key	Description
Ref	The reference number of the component/co-product on this screen. Use this field to reference any additional component/co-product information that may exist for the selected item by keying this number in the **Selection** field and pressing ENTER. You can use this field to reference location reservation information for the selected item by keying this number in the **Selection** field and pressing F5=ASSIGNMENTS. Display
Line Sts	The current status of the component item. This status can be different or at a different stage than the order status of the work order with which this component is associated. Component items can be assigned one of the following statuses: • Mtl Short (indicating that this item is not completely able to be picked) • Pck Ready (indicating that the quantity needed for the work order is available and can be picked) • Pck Printed (indicating that a Work Order Pick List has printed for this item) • Pck Cnfmd [indicating that the line is pick confirmed in Maintain Work Orders (MENU WOMAIN)] • Depleted (indicating that the quantity for this item has been depleted from your inventory - this is performed when you post work order receipts) • Held - XX (indicating that the work order is held, where XX is the hold code identifying the reason of the hold) • History (indicating that the work order has been posted and resides in history) Additionally, this field displays the current status of the co-product. Co-products can be assigned one of the following status conditions: • No Receipts (indicating that this item has no receipts posted against it) • Prtl Rcpts (indicating that this item has partial receipts posted against it) • Received (indicating that this ordered item has been fully received) Display
Item/Description	The component or co-product item number and its description. Display

Components Information Display History Screen and Co-Products Information Display History Screen Fields and Function Keys

Field/Function Key	Description
Qty Ordered	The quantity ordered of this component item for this work order. On the Co-products Information Display Screen (p. 10-22), this field appears only if the F2=Cost Info / F2=Qtys toggle function key appears as F2=Cost Info. This field displays the expected quantity to be received to date of this co-product. Display
Qty Received	The **Qty Received** field only displays on the Co-Product Information Display History Screen. This field appears only if the F2=Cost Info / F2=Qtys toggle function key appears as F2=Cost Info. This field displays the actual quantity received to date of this co-product. Display
Qty Committed or Depleted	The **Qty Committed or Depleted** field only displays on the Components Information Display Screen. If you selected an open work order, this field displays the quantity of current on-hand inventory that is for this work order. If you selected a work order in history, this field displays the quantity depleted of this component item for this work order. Display
S	This field identifies if this item is a special order. Y displays in this field if this item is a special order. This field is blank if this item is not a special order. Display
Override Cost	The **Override Cost** field only displays on the Co-Product Information Display History Screen. This field appears only if the F2=Cost Info / F2=Qtys toggle function key appears as F2=Qtys.The co-product's cost that has been overridden in the work order. Display
Cst Pct	The **Cst Pct** field only displays on the Co-Product Information Display History Screen. This field appears only if the F2=Cost Info / F2=Qtys toggle function key appears as F2=Qtys.The cost percentage of the work order's total cost that is to be charged to the co-product. Display

Components Information Display History Screen and Co-Products Information Display History Screen Fields and Function Keys

Field/Function Key	Description
Code	The **Cst Pct** field only displays on the Co-Product Information Display History Screen. This field appears only if the F2=COST INFO / F2=QTYS toggle function key appears as F2=QTYS. The override cost percentage code that indicates how cost is to be applied to this co-product. • C - the current cost (i.e., average, standard, or user, as defined in Order Entry Options Maintenance, MENU XAFILE) assigned to this co-product in the Item Balance File is used for this item when it is received into inventory • U - the unit cost of the co-product is used when it is received into inventory • X - the extended cost of the co-product is used when it is received into inventory. Display
Selection	Use this field to access component item assignments or component item detail. Key the number in the **Ref** column that corresponds to the component item you want to select and press ENTER to access the Component Detail Screen (p. 10-28). Key the number in the **Ref** column that corresponds to the component you want to select and press F5=ASSIGNMENTS to access the Location Reservations Screen, which is explained in the Order Entry manual. This function is applicable only for an open work order. (N 2,0) Optional
F2=Cost Info / F2=Qtys	The F2=COST INFO / F2=QTYS function key only displays on the Co-Product Information Display History Screen. Press the F2=COST INFO / F2=QTYS toggle key to display cost information (consisting of the override cost, override code, and cost percentage) or the quantity ordered and actual quantity received to date of this co-product. The fields on the top portion of this screen will toggle appropriately as you press this key.
F4=Co-products F4=Components	Press the F4=CO-PRODUCTS toggle function key to access co-product information associated with the parent item. The Co-products Information Display Screen (p. 10-22) appears. Press the F4=COMPONENTS toggle function key to access component information for items that make up the parent item. The Components Information Display Screen (p. 10-22) appears.

Components Information Display History Screen and Co-Products Information Display History Screen Fields and Function Keys

Field/Function Key	Description
F5=Assignments	The F5=ASSIGNMENTS function key appears only if Warehouse Management is installed and the work order selected has a status of open. After keying a value in the **Selection** field, press the F5=ASSIGNMENTS function key to access the Location Reservations Screen, which lists the warehouse locations reserved for the items selected on the work order. Refer to the Location Reservations Screen in the Order Entry manual.
F12=Return	Press the F12=RETURN function key to return to the previous screen.
F21=BOM Inq	Press the F21=BOM INQ function key to display the Bill of Material Inquiry Screen. Refer to this screen in the Bill of Material User Guide.
F22=Itm Inq	The F22=ITM INQ function key does not appear if you accessed this screen through the Item Inquiry (MENU IAMAIN). Press this key to access the Item Inquiry Screen. Refer to this screen in the Inventory Accounting manual.
Enter	After keying a value in the **Selection** field, press the ENTER key to review component detail information for the selected component item. The Component Detail Screen (p. 10-28) appears.

Component Detail History Screen

```
                          COMPONENT DETAIL                          History

 1 / W0295

Item Number:  W1160                              U/M:       EA
Description:  3M 2800 Lumen Lamp (2)             Qty Avail:    7920.000

Status:       History


Qty Per:            2.00000          Unit Cost:         18.57400  EA
Order Qty:           2.000    EA     Rtg Step:  0010
Depleted Qty:        2.000    EA     Location:  *ASSGNED
Scrap Qty:                    EA     Sp Ord:
Scrap Pct:            %             Vendor:

                                    PO Number:


                                                          F12=Return
```

This screen appears after you key a selection number and press ENTER on the Components Information Display Screen (p. 10-22). Use this screen to review component detail information for the selected component item.

All the fields on this screen are display only and cannot be changed.

Component Detail History Screen Fields and Function Keys

Field/Function Key	Description
Status	History displays in reverse image on the top right of this screen.
(Co/Work Order #)	The company and work order number associated with this work order displays in this field.
Item Number	The item number of the selected component item displays in this field
Description	The description of the selected component item displays in this field.
U/M	The unit of measure of the selected component item displays in this field.
Qty Avail	The available quantity of the selected component item displays in this field.
Status	The current status of this work order, either Pck Cnfmd, Held, Pck Print, Mtrl Short, or Pck Ready.
Qty Per	The quantity per unit of the selected component item displays in this field.

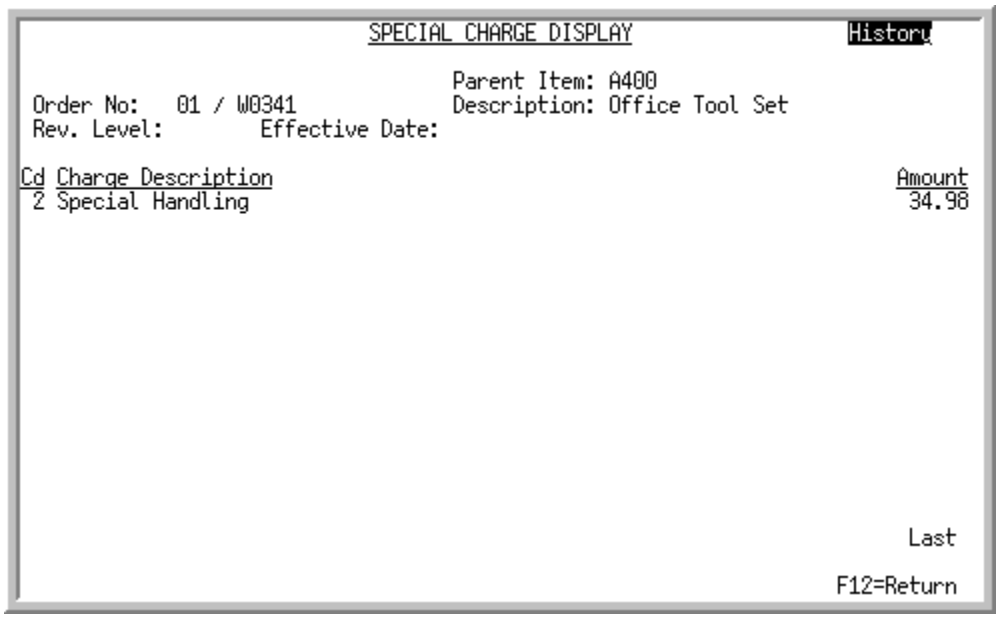
Component Detail History Screen Fields and Function Keys

Field/Function Key	Description
Order Qty	The order quantity of the selected component item for this work order displays in this field.
Commit Qty	The committed quantity of the selected component item for this work order displays in this field.
Scrap Qty	The scrap quantity assigned to the selected component item for this work order displays in this field.
Scrap Pct	The scrap percentage assigned to the selected component item for this work order displays in this field.
Unit Cost	The unit cost of the selected component for this work order displays in this field.
Rtg Step	The routing sequence that this component item is assigned to be picked displays in this field.
Location	The warehouse location status for the selected component item: • *FIRST: The primary picking location for this item as defined on the Use Location Screen in Warehouse Management. • *MISSING: Items that have not yet been assigned for picking. • *ASSGNED: Items that have been assigned a location and have been assigned a lot or serial number, if applicable.
Sp Ord	This field indicates whether the component was special ordered and its status, which may be • N, meaning the component was not special ordered. • Y, meaning the component was special ordered. Y displays only for a closed work order in history. • X, meaning the order for the open work order component has been extracted to the Special Order File. • R, meaning the special order purchase order for the open work order has been received for this item. This field appears for special order component items that are part of a work order in history only if the **Retain Special Order History** field is set to Y in Special Order Options (MENU XAFILE).
Vendor	The number and name of the vendor from whom the component was special ordered displays in this field. If the component is not special ordered, this field is blank. This field appears for special order component items that are part of a work order in history only if the **Retain Special Order History** field is set to Y in Special Order Options (MENU XAFILE).

Component Detail History Screen Fields and Function Keys

Field/Function Key	Description
PO Number	The company and number of the purchase order for the special order component item displays in this field. If the component is not special ordered, this field is blank. This field appears for special order component items that are part of a work order in history only if the **Retain Special Order History** field is set to Y in Special Order Options (MENU XAFILE).
F12=Return	Press the F12=RETURN function key to return to the Components Information Display Screen (p. 10-22).

Special Charge Display History Screen



This screen appears after you press F6=SP CHGS on the Work Order History Screen (p. 10-66). Use this screen to review a summary line for each special charge that exists for this work order.

All the fields on this screen are display only and cannot be changed.

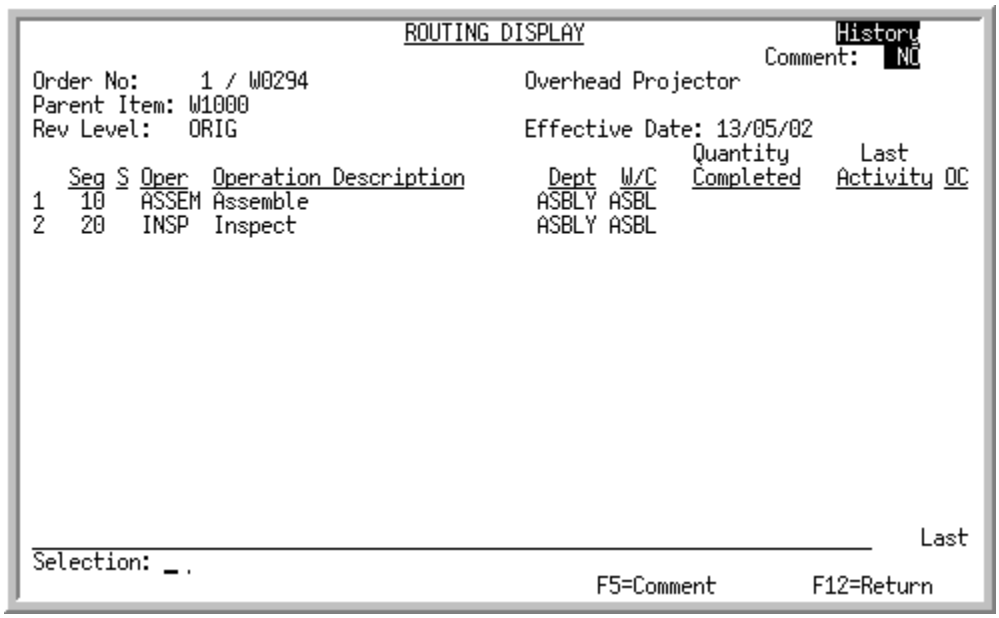
Special Charge Display History Screen Fields and Function Keys

Field/Function Key	Description
Status	History displays in reverse image on the top right of this screen.
Co/Cust	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill.
Order No	The work order number for which special charges exist.
Rev. Level	The revision level or latest release of the parent item, if applicable.
Effective Date	The latest effective date of this work order, if applicable.
Parent Item	The parent item number associated with the work order for which special charges exist.
Description	The description of the parent item.

Special Charge Display History Screen Fields and Function Keys

Field/Function Key	Description
Cd	The code assigned to this special charge. This code can have a value of 1 through 9, as defined through Special Charge Definitions Maintenance (MENU OEFILE) and is used to define a special charge for an order.
Charge Description	This field displays the description of the special charge applicable to the work order. Special charges, defined through Special Charge Definitions Maintenance (MENU OEFILE), enable you to record non-product charges such as freight, handling charges, and so on.
Amount	This field displays the total amount that was incurred from the special charge for this work order.
F12=Return	After reviewing the special charge information, press the F12=RETURN function key to return to the Work Order History Screen (p. 10-66).

Routing Display History Screen



This screen appears after you press F9=ROUTINGS on the Work Order Display Screen (p. 10-14). Use this screen to review a summary line for each routing sequence within this work order or access production activity associated with a particular routing sequence.

Routing Display History Screen Fields and Function Keys

Field/Function Key	Description
Status	History displays in reverse image on the top right of this screen. Display
Co/Customer	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill. Display
Order No	The work order number for which routing information appears. Display
Parent Item	The parent item number used in the routing sequence. Display
Rev Level	The revision level or latest release of the parent item, if applicable. Display
(Description)	The description of the parent item. Display

Routing Display History Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	The latest effective date of this work order, if applicable. Display
Comment	Indicates if there are general routing comments associated with this work order. YES appears in this field if general routing comments exist for this work order; otherwise, NO appears. If YES appears, you can use the F5=COMMENT function key. Display
(Reference)	The reference number of the routing sequence on this screen. Use this field to reference any production activity information for the selected routing sequence by keying this number in the **Selection** field. Display
Seq	The routing sequence number assigned to identify this routing sequence within the work flow. This sequence is where a particular operation is performed on the parent item. Display
S	The status of the routing sequence (if this sequence process is active or suspended). When creating a work order through Maintain Work Orders (MENU WOMAIN), both types of statuses are available for the work order. You can alter the associated routing process by modifying it, deleting it, suspending it, and so on. **S** appears in this field if this operation is suspended. Otherwise, this field is blank, identifying the routing process as active. Display
Oper	The operation code assigned to identify the operation that is being performed at this step in the routing sequence. Display
Operation Description	The description of the operation that is being performed at this step in the routing sequence. Display
Dept	The department associated with the work center, as defined through Work Center Maintenance (MENU WOFILE). This is the department where this operation is performed within the routing sequence. Display
W/C	The department associated with the work center, as defined through Work Center Maintenance (MENU WOFILE). This is the department where this operation is performed within the routing sequence. Display

Routing Display History Screen Fields and Function Keys

Field/Function Key	Description
Quantity Completed	The quantity completed for this activity within the routing sequence. Display
Last Activity	The last date activity was performed within this routing sequence. Display
OC	The first column of this field identifies if this routing sequence is an outside service shipment (S appears) or an outside service receipt (R appears). This field is blank if no special processing is used for shipping or receiving items to/from a service vendor. The second column of this field identifies if routing comments exist for the outside service shipment, including non-outside service shipments, or receipt (Y appears if comments exist; otherwise, the second column of this field is blank). Display
Selection	Use this field to select one of the routing sequences on this screen to display associated production activity or to access comments. Key the number in the reference column that corresponds to the routing sequence you want to select and press ENTER or F5=COMMENT. (N 2,0) Optional
F5=Comment	If YES appears in the **Comment** field and you leave the **Selection** field blank, press the F5=COMMENT function key to review general comments associated with the work order. The General Routing Comments History Screen (p. 10-87) appears. If you enter a reference number of a specific routing sequence in the **Selection** field that has a Y in the **C** column of the **OC** field, press the F5=COMMENT function key to access comments associated with a specific routing sequence (as opposed to general comments). The Routing Comments Screen (p. 10-36) appears.
F12=Return	Press the F12=RETURN function key to return to the Work Order History Screen (p. 10-66).
Enter	After keying a reference number of a routing sequence in the **Selection** field, press the ENTER key to access the Production Activity Display Screen (p. 10-38).

General Routing Comments History Screen

```
    1 / W0008              GENERAL ROUTING COMMENTS

Parent Item: P8.5X11                          Quantity:        5000.000  SHT
Rev. Level:        Effective Date:  4/27/10


Print    Comments/Intructions
         This job is being tested with the new production methodology    1
         so refer to the draft instruction booklet from the superviso    2

                                                                      Last

                                                                F12=Return
```

Routing Comments History Screen

```
    1 / W0008                 ROUTING COMMENTS

Parent Item: P8.5X11                          Quantity:        5000.000  SHT
Rev. Level:        Effective Date:  4/27/10
Operation:  PACK       Pack Items into Boxes


Print    Comments/Intructions
  T      PACK 10 REAMS IN A CASE                                       1

                                                                      Last

                                                                F12=Return
```

The General Routing Comments History Screen displays when F5=COMMENTS is pressed on the Routing Display Screen (p. 10-33). Use this screen to review general routing comments for this work order that resides in history. General routing comments will default into a work order from the bill of material; but work order specific comments can also be entered through Work Order Maintenance (MENU WOMAIN).

The Routing Comments History Screen displays when a **(Reference Number)** is keyed in the **Selection** field of the Routing Display Screen (p. 10-33) and you press F5=COMMENTS. Use this screen to review routing comments for a specific routing sequence for this work order. Routing sequence comments will default into a work order from the bill of material; but work order specific routing sequence comments can also be entered through Work Order Maintenance (MENU WOMAIN).

General Routing Comments History Screen and Routing Comments History Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order)	The company number and the work order number of the order being processed.
Parent Item	The parent item number for which outside service is being performed.
Quantity	The quantity ordered of the parent item for the selected work order.
Rev. Level	The revision level or release of the parent item, if applicable.
Effective Date	The effective date of this work order, if applicable.
Operation	This field only displays on the Routing Comments Screen (p. 10-36). The operation code assigned to identify the operation that is being performed at this step in the routing sequence.
Print	The **Print Code**, if applicable, assigned to each line of comment text. X displays if the associated comment text will not print on the Work Order Traveler, PO Pick List, or Outside Service Receiving List. T displays if the associated comment text will print on the Work Order Traveler document only. P displays if the associated comment text will print on the PO Pick List only. R displays if the associated comment text will print on the Outside Service Receiving List only. This field is blank if the associated comment text will print on the Work Order Traveler, PO Pick List, or Outside Service Receiving List.
Comments/Instructions	The free form comments/instructions associated with the parent item or selected operation.
F12=Return	Press the F12=RETURN function key to return to the Routing Display Screen (p. 10-33)

Production Activity Detail History Screen

```
                          PRODUCTION ACTIVITY DETAIL

Order:        01 / W0024

Prt Item:     P24X12
Rev Level:
Routing Seq:    10                                        PO:
Oper Code:    SLIT  Slit Rolls of Paper

Employee No:    100
Name:         Jen Doyle
Labor Type:   RUN

Start Date:    3/31/05                      Completed Qty:       10.000
Stop Date:     3/31/05                      Scrapped Qty:
Start Time:    4:00                         Labor Rate Cde: 10
Stop Time:     5:00                         Labor Rate:            9.740
Total Time:    1:00 (hh:mm)                 Labor Amount:             9.74

                                                                F12=Return
```

This screen appears after you key the reference number of a routing sequence in the **Selection** field and press ENTER on the Routing Display History Screen (p. 10-84). It displays a summary line for each activity associated with the selected routing sequence, which may represent an outside service shipment, receipt, or neither if the selected routing sequence is performed in-house.

Use this screen to review any production activity information that may exist for the selected routing sequence. You can track which operations an employee performed, the start date and total time, the quantity of completed items, the quantity of items scrapped, and outside service summary and detail information, if applicable.

All the fields on this screen are display only and cannot be changed.

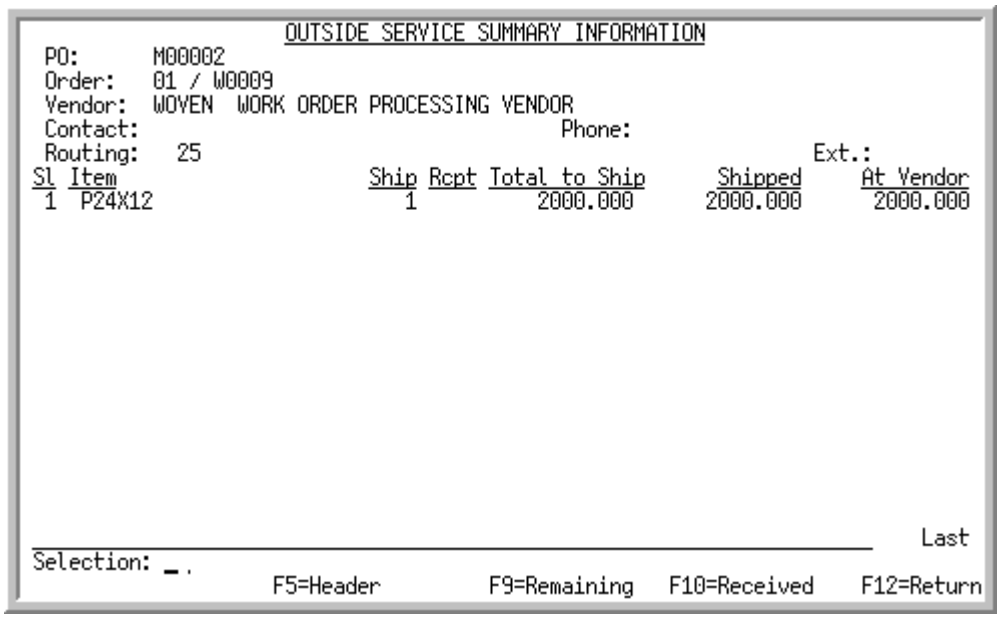
Production Activity Detail History Screen Fields and Function Keys

Field/Function Key	Description
Status	History displays in reverse image on the top right of this screen.
Order	The work order number for which production activity appears.
Prt Item	The parent item number associated with the work order for which production activity has occurred.
Rev Level	The revision level or latest release of the parent item, if applicable.
Routing Seq	The routing sequence of the operation you selected on the Routing Display History Screen (p. 10-84) and for which production activity appears on this screen.

Production Activity Detail History Screen Fields and Function Keys

Field/Function Key	Description
Oper Code	The operation code and its description that you selected on the Routing Display History Screen (p. 10-84) and for which production activity appears on this screen.
Co/Customer	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill.
Effective Date	The latest effective date of this work order, if applicable.
PO	The purchase order number associated with this work order.
Employee #	The number of the employee who performed this activity.
Name	The number of the employee who performed this activity.
Labor Type	Indicates if the selected activity is performed as part of a setup step or if it is for runtime work. SETUP appears in this field if this activity is part of a setup step. RUN appears in this field if this activity is for runtime work.
Start Date	The date work started for the selected production activity.
Stop Date	The date work stopped for the selected production activity.
Start Time	The time work started for the selected production activity.
Stop Time	The time work stopped for the selected production activity.
Total time	The total time this employee took to perform this activity.
Completed Qty	The total quantity of items this employee completed during this activity.
Scrapped Qty	The total items scrapped during this activity.
Shp #	This field appears only if this activity is designated as an outside service shipment. The shipping number associated with the production activity, if this production activity for the routing sequence is designated as a shipment to an outside service vendor.
Labor Rate Code	The labor rate code for the selected production activity.
Labor Rate	The labor rate for the selected production activity.
Labor Amount	The labor amount for the selected production activity.
F12=Return	Press the F12=RETURN key to return to the Routing Display Screen (p. 10-33).

Outside Service Summary Information History Screen



This screen appears after you press F4=OS/SUM on the Production Activity Detail History Screen (p. 10-89). It displays outside service summary information for both shipments and receipts for the items associated with the selected production activity and routing sequence.

Use this screen to review outside service shipment/receipt summary information, access outside service PO information, toggle between displaying the remaining and total ship quantity, and toggle between displaying the received and shipped quantity.

Outside Service Summary Information History Screen Fields and Function Keys

Field/Function Key	Description
PO	The purchase order associated with this work order. Display
Order	The work order number associated with the items for this outside service shipment. Display
Vendor	The outside service vendor and description of the vendor associated with this work order. Display
Contact	The name of the contact person associated with the outside service vendor. Display

Outside Service Summary Information History Screen Fields and Function Keys

Field/Function Key	Description
Routing	The step in the routing sequence that this production activity occurs. Display
Co/Cust	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill. Display
Phone	The phone number of the outside service vendor. Display
Sl	The reference number of the item on this screen. Use this field to reference any outside service PO detail for the selected component item by keying this number in the **Selection** field. Display
Item	The item number to be worked on by the outside service vendor. Display
Ship	The total quantity of items that have been shipped to the outside service vendor for this work order. Display
Rcpt	The total quantity of shipped items received back from the outside service vendor for this work order. Display
Total to Ship / Remaining	The total quantity of items to be shipped to the outside service vendor for this order and the remaining items to be shipped, as toggled with the F9 function key. Display
Shipped / Received	The total quantity of items that have been shipped to the outside service vendor to date for this work order and the total items received back from the outside service vendor, as toggled with the F10=SHIPPED / F10=RECEIVED function key. Display
At Vendor	The total quantity of shipped items that have been shipped to the outside service vendor, but to date have not been received back for this work order. Display

Outside Service Summary Information History Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select an item on this screen for which you want to review outside service PO detail information. Key the reference number associated with the item you want to select and press ENTER to access outside service PO detail information. (N 2,0) Optional
F5=Header	Press the F5=HEADER function key to access outside service PO information. The Outside Service PO Information Screen (p. 10-44) appears.
F9=Remaining / F9=Total Ship	Press the F9=REMAINING / F9=TOTAL SHIP function key to toggle the fields on this screen between the total items to ship and the remaining items to be shipped.
F10=Shipped / F10=Received	Press the F10=SHIPPED / F10=RECEIVED function key to toggle the fields on this screen between the total items shipped to date and the total items received back from the outside service vendor.
F12=Return	Press the F12=RETURN function key to return to the Production Activity Display Screen (p. 10-38).
Enter	After keying the reference number of an item in the **Selection** field, press the ENTER key to confirm your selection. The Outside Service PO Detail Screen (p. 10-47) appears, where you can review outside service PO detail for the selected item.

Outside Service PO Information History Screen

```
     1 / W0009         OUTSIDE SERVICE PO INFORMATION
PO:  M00002
Parent Item:  P24X12                          Quantity:    2000.000    SHT
Desc:   White Bond 24 X 12 Sheets
Vendor: WOVEN   WORK ORDER PROCESSING VENDOR
                                      Contact:
                                      Phone:
                                                          Ext.:


Return Shipment:
WH:     1




       Order Date:     12/09/09   Ship Via:
       Due Date:       12/15/09   FOB:
       Sales Tax:             %   Terms:
       Confirming:     N          Quote No:
       Assignee:                  Buyer:    104          Dsc Pct:       %

                                                                  F12=Return
```

This screen appears after you press F5=HEADER on any of the following screens:

- Outside Service Summary Information History Screen (p. 10-92)
- Outside Service Shipment Information Screen (p. 10-49)
- Outside Service Receipt Information Screen (p. 10-51)

Use this screen to review outside service PO information. This information was entered through Maintain Work Orders (MENU WOMAIN) for the identified work order.

All the fields on this screen are display only and cannot be changed.

Outside Service PO Information History Screen Fields and Function Keys

Field/Function Key	Description
(Co/Work Order Number)	The company number and the work order number of the order being processed.
PO	The purchase order number associated with the outside service being performed for this item on the work order.
Parent Item	The parent item number for which outside service is being performed.
Quantity/UM	The quantity ordered of the parent item and its associated unit of measure.
Desc	The description of the parent item.

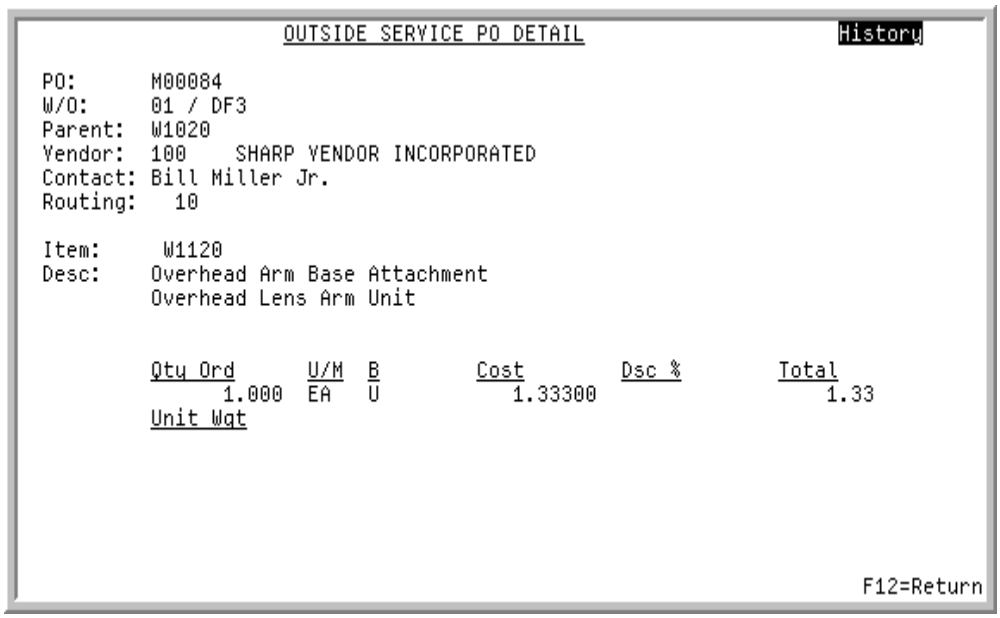
Outside Service PO Information History Screen Fields and Function Keys

Field/Function Key	Description
(Send to) Vendor	The vendor number followed by the vendor name and address of the vendor to which you will send the outside service shipment.
Contact	The contact person for this vendor.
Phone / Ext	The phone number of the contact person.
Return Shipment	The location to which the outside service shipment was returned upon completion.
WH	The finished goods warehouse for this work order.
Order Date	The date that the purchase order for this outside service shipment is created.
Ship Via	The standard shipping instructions of the Purchase Order for this outside service shipment.
Due Date	The date by which the items for this outside service shipment should be received. This date will print on the purchase order.
FOB	The standard freight terms for this outside service vendor.
Sales Tax	The sales tax percentage that is applied to all taxable items on this outside service shipment.
Terms	The outside service vendor's payment terms for this outside service shipment, which are printed on the Purchase Order.
Confirming	Indicates if the purchase order for this outside service shipment will be a confirming purchase order. A confirming purchase order is used to confirm a prior verbal purchase order. • Y - is a confirming purchase order. A message will print on the Purchase Order for this outside service shipment indicating confirmation of a prior purchase order. • N - this is not a confirming purchase order.
Quote No	The quotation number for this outside service shipment.
Assignee	The number of the assignee for the purchase order. An assignee is used if the payment is due to a vendor other than the one specified on the requisition. Payment will be due to the assignee.
Buyer	The code of the buyer who primarily deals with this vendor and is responsible for this outside service shipment.
Dsc Pct	The discount percentage that will be used as the default discount amount applied for this outside service shipment.

Outside Service PO Information History Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Outside Service Summary Information Screen (p. 10-41).

Outside Service PO Detail Screen



This screen appears after you press ENTER on the Outside Service Summary Information History Screen (p. 10-92). Use this screen to review outside service PO detail for the selected item.

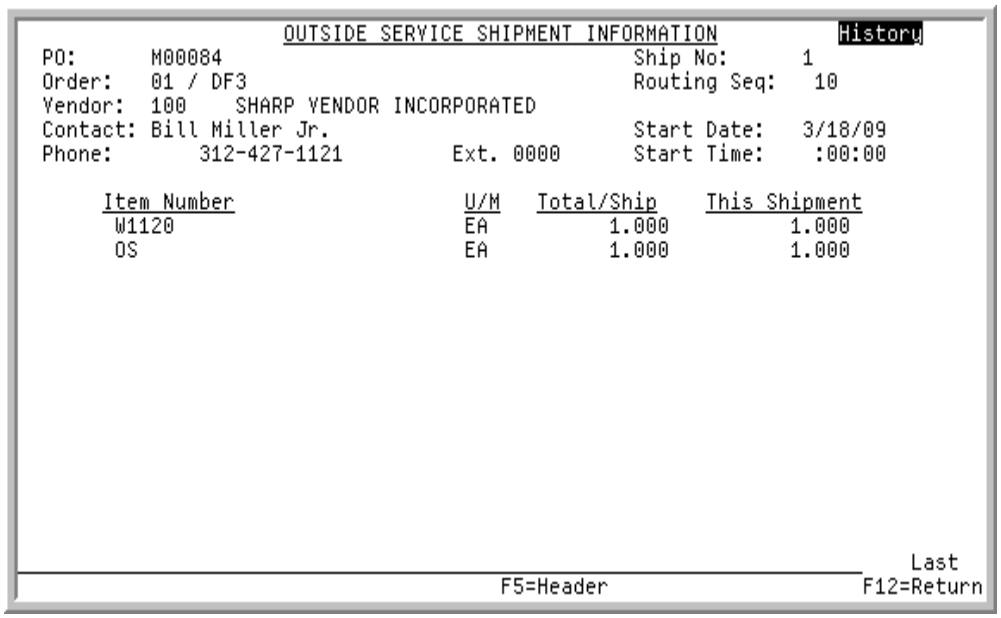
Outside Service PO Detail Screen Fields and Function Keys

Field/Function Key	Description
PO	The purchase order number for this outside service.
W/O	The company number and work order associated with this outside service.
Parent	The parent item number associated with this work order.
Vendor	The outside service vendor.
Contact	The contact person assigned for this outside service vendor.
Routing	The routing sequence number for this outside service.
Item	The item number for which you selected to review outside service PO detail information.
Desc	The description of the item for this outside service.
Qty Ord	The quantity ordered of this item for the purchase order.
U/M	The stocking unit of measure for this item number.

Outside Service PO Detail Screen Fields and Function Keys

Field/Function Key	Description
B	The charge basis for the cost of the selected item. This field is used to calculate the **Total Cost** field of the selected item for this work order. The following values appear in this field: • U: This represents the cost calculated per unit. This will calculate the total cost by multiplying the **Cost** field by the **Qty Ord** field. • L: This represents the cost you enter in the **Cost** field, which would be the cost of the entire ordered quantity, or the entire lot, of this item for this work order. • W: This represents the cost by unit of weight. This will calculate the total cost by multiplying the **Cost** field by the **Unit Wgt** field. • Blank: This represents a zero cost assigned for the item ordered. This would be used in situations such as rework, where you want no costs associated with these items.
Cost	The per unit cost of the selected item.
Dsc %	The discount percentage assigned to the selected item.
Total	The extended cost of the outside service charge for the selected item.
Unit Wgt	The unit weight of the selected item.
F12=Return	Press the F12=RETURN function key to return to the Outside Service Summary Information Screen (p. 10-41).

Outside Service Shipment Information History Screen



This screen appears after you key a reference number in the **Selection** field on the Production Activity Detail History Screen (p. 10-89) and press F5=O/S SHP DTL, if the activity you selected is an outside service shipment to a vendor. It displays outside service shipment summary information for the selected production activity.

Use this screen to review outside service shipment information for the items associated with this production activity and routing sequence. You can review the item numbers, unit of measure, total shipped, and amount of items to ship for this current shipment.

All the fields on this screen are display only and cannot be changed.

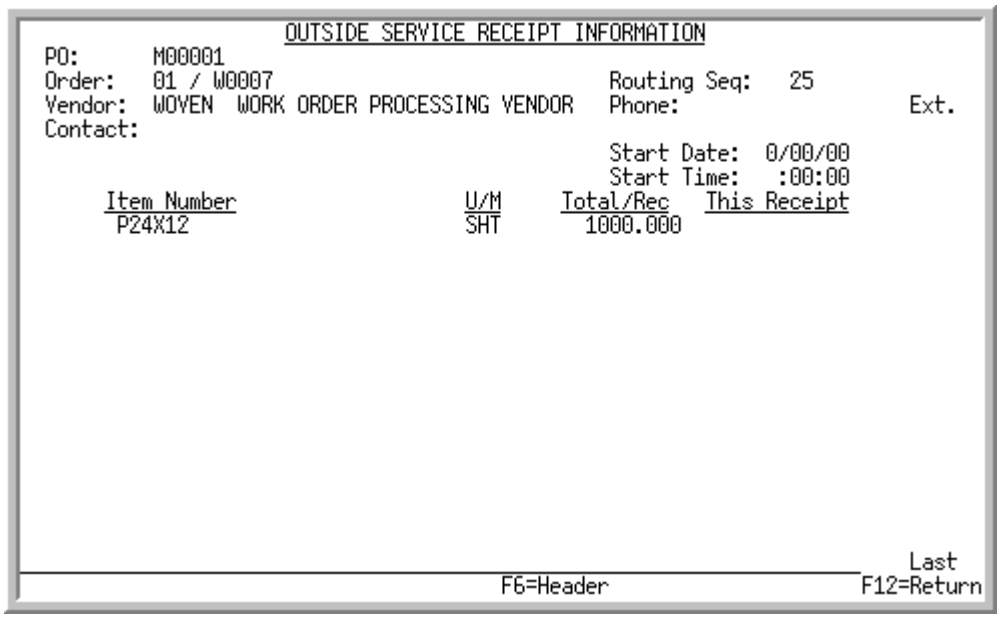
Outside Service Shipment Information History Screen Fields and Function Keys

Field/Function Key	Description
PO	The purchase order number associated with this work order.
Order	The work order associated with the items for this outside service shipment.
Vendor	The vendor code for the outside service vendor to whom this shipment is being sent.
Contact	The name of the contact of the outside service vendor.
Phone	The phone number of the outside service vendor.
Ship No	The shipping number associated with this outside service shipment.

Outside Service Shipment Information History Screen Fields and Function Keys

Field/Function Key	Description
Routing Seq	The routing sequence step associated with the production activity.
Co/Cust	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill.
Start Date	The start date of the production activity.
Start Time	The start time of the production activity.
Item Number	The number of the item to be shipped to the outside service vendor.
U/M	The unit of measure associated with the item to be shipped to the outside service vendor.
Total/Ship	The total quantity of each item to ship to the outside service vendor. This value was established in the creation of the work order outside service PO process.
This Shipment	The total quantity of items to ship to the outside service vendor for this shipment only. You can maintain this quantity through Maintain Production Activity (MENU WOMAIN).
F5=Header	Press the F5=HEADER function key to access outside service PO information. The Outside Service PO Information Screen (p. 10-44) appears.
F12=Return	Press the F12=RETURN function key to return to the Production Activity Display Screen (p. 10-38).

Outside Service Receipt Information History Screen



This screen appears after you key a reference number in the **Selection** field on the Production Activity Detail History Screen (p. 10-89) and press F5=O/S RCPT DTL, if the activity you selected is an outside service receipt. It displays outside service receipt summary information for the selected production activity.

Use this screen to review outside service receipt information for the items associated with this production activity and routing sequence. You can review the item numbers, unit of measure, total receipts, and current receipts for that item on the work order.

All the fields on this screen are display only and cannot be changed.

Outside Service Receipt Information History Screen Fields and Function Keys

Field/Function Key	Description
PO	The purchase order associated with this work order.
Order	The work order associated with the items for this outside service receipt.
Vendor	The number of the outside service vendor who performed the outside service and from whom the receipt was received.
Contact	The name of the contact person associated with the outside service vendor.
Co/Cust	The company number and customer number associated with the existing bill of material from which the bill for this work order was copied. This does not appear if this bill of material was not copied from an existing bill.

Outside Service Receipt Information History Screen Fields and Function Keys

Field/Function Key	Description
Routing Seq	The routing sequence step associated with the production activity.
Phone	The phone number of the outside service vendor.
Start Date	The start date of the production activity.
Start Time	The start time of the production activity.
Item Number	The number of the item received from the outside service vendor after the outside production of the item has been completed.
U/M	The unit of measure of the item received from the outside service vendor after the outside production of the item has been completed.
Total/Rec	The total quantity that has been received from the outside service vendor for all outside service receipts for this item. You can maintain this quantity through Maintain Production Activity (MENU WOMAIN).
This Receipt	The total quantity that has been received back from the outside service vendor for this outside service receipt only. You can maintain this quantity through Maintain Production Activity (MENU WOMAIN).
F5=Header	Press the F5=HEADER function key to access outside service PO information. The Outside Service PO Information History Screen (p. 10-95) appears.
F12=Return	Press the F12=RETURN key to return to the Production Activity Detail History Screen (p. 10-89).

Production Activity Detail History Screen

```
                          PRODUCTION ACTIVITY DETAIL

Order:       01 / W0007

Prt Item:    P24X12
Rev Level:                                   Effective Date:  4/27/08
Routing Seq:   10                                       PO: M00003
Oper Code:   SLIT  Slit Rolls of Paper

Employee No:  2781
Name:        Dianna C. Frankli
Labor Type:  RUN

Start Date:  12/09/09                     Completed Qty:       20.000
Stop Date:   12/09/09                     Scrapped Qty:
Start Time:    :00                        Labor Rate Cde: 20
Stop Time:     :00                        Labor Rate:           10.520
Total Time:   1:30 (hh:mm)                Labor Amount:            15.78

                                                                F12=Return
```

This screen appears after you make a selection and press ENTER on the Production Activity Detail History Screen (p. 10-89). Use this screen to review production detail for the selected activity.

All the fields on this screen are display only and cannot be changed.

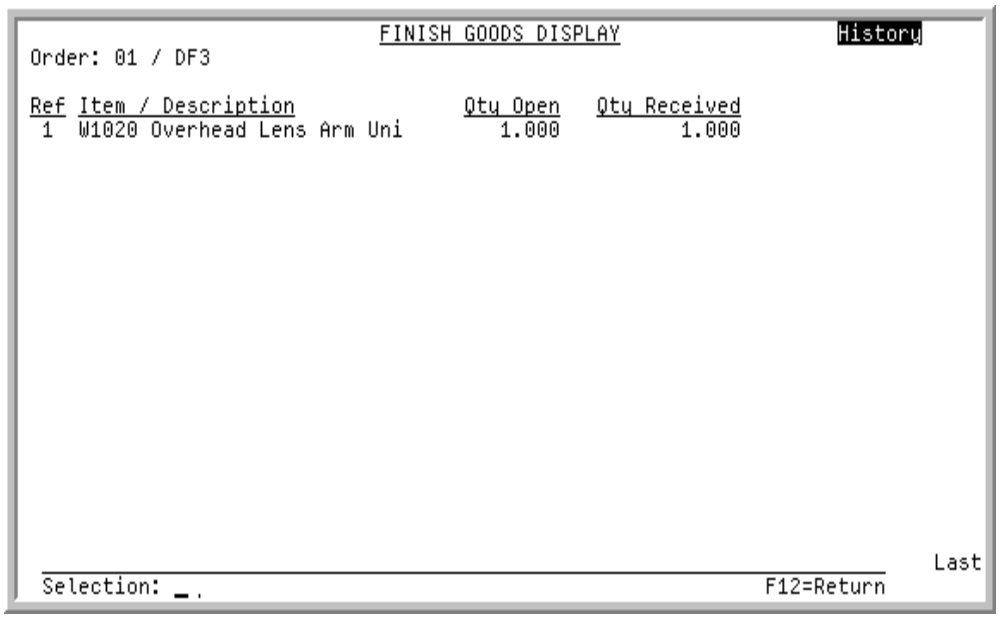
Production Activity Detail History Screen Fields and Function Keys

Field/Function Key	Description
Order	The company and work order number associated with the selected activity.
Prt Item	The parent item of the work order associated with the selected activity.
Rev Level	The revision level, if applicable, of the bill of material used for the work order associated with the selected activity.
Routing Seq	The routing sequence of the selected production activity.
Oper Code	The operation code of the selected production activity.
Effective Date	The effective date, if applicable, of the bill of material used for the work order associated with the selected activity.
PO	The purchase order number of the selected production activity if it is an outside service.
Employee No	The number of the employee who performed the selected activity as recorded in Production Activity (MENU WOMAIN).

Production Activity Detail History Screen Fields and Function Keys

Field/Function Key	Description
Name	The name of the employee who performed the selected activity.
Labor Type	Indicates if the selected activity is performed as part of a setup step or if it is for runtime work. SETUP appears in this field if this activity is part of a setup step. RUN appears in this field if this activity is for runtime work.
Start Date	The date work started for the selected production activity.
Stop Date	The date work stopped for the selected production activity.
Start Time	The time work started for the selected production activity.
Stop Time	The time work stopped for the selected production activity.
Total Time	The total time this employee took to perform the selected production activity.
Completed Qty	The total quantity of items this employee completed during the selected production activity.
Scrapped Qty	The total number of items scrapped during the selected production activity.
Labor Rate Cde	The labor rate code for the selected production activity.
Labor Rate	The labor rate for the selected production activity.
Labor Amount	The labor amount for the selected production activity.
Ship No/Rcpt Pending	If the selected production activity is an outside service shipment, this field displays the shipping number. If the selected production activity is an outside service receipt, this field indicates whether or not the receipt is pending. If the receipt is pending, Y appears in this field. If the no receipt is pending, this field will be blank.
F12=Return	Press the F12=RETURN function key to return to the Production Activity Detail History Screen (p. 10-89).

Finished Goods Display History Screen



This screen appears after you press F11=FG DISPLAY on the Work Order History Screen (p. 10-66). It displays summary line information for the finished items associated with this work order.

Use this screen to review the finished goods information for current finished items on this work order. You can access receipt history information with the use of the **Selection** field.

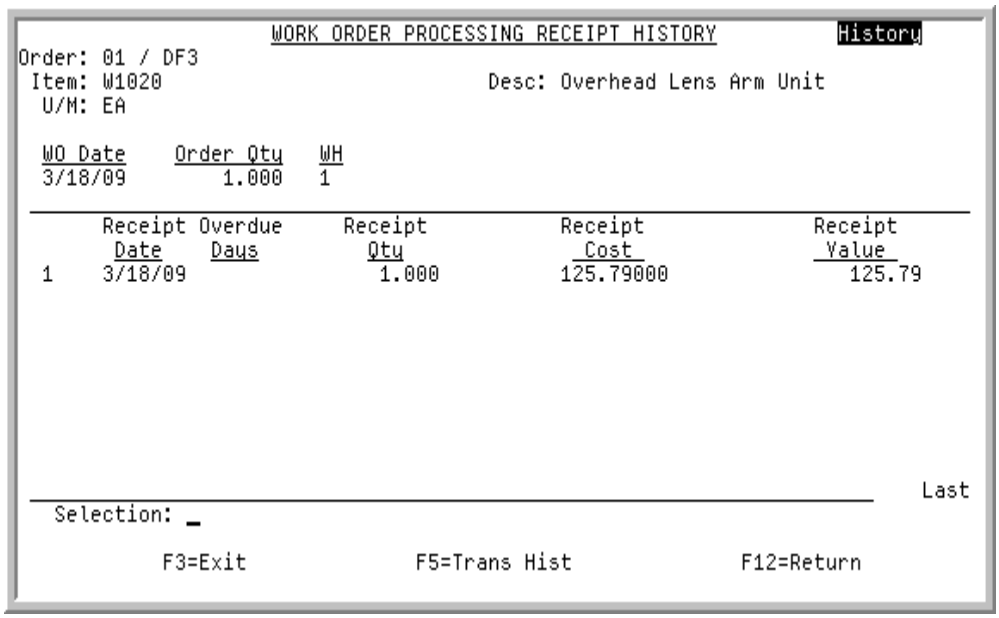
Finished Goods Display History Screen Fields and Function Keys

Field/Function Key	Description
Order No	The work order number associated with the finished items. Display
Ref	The reference number of the finished item. Use this field to reference any receipt history information for the selected item on the work order by keying this number in the **Selection** field. Display
Item/Description	The finished parent item number and its description. Display
Qty Open	The total quantity of items ordered for this work order. Display
Qty Received	The total quantity of items received to date for this work order. Display

Finished Goods Display History Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select an item on this screen for which you want to display the receipt history for the particular item. Key the reference number (**Ref** field) associated with the item you want to select and press ENTER. (N 2,0) Optional
F12=Return	Press the F12=RETURN function key to return to the Work Order Display Screen (p. 10-14).
Enter	After keying a reference number of a finished item in the **Selection** field, press the ENTER key to confirm your selection. The Work Order Processing Receipt History History Screen (p. 10-108) appears.

Work Order Processing Receipt History History Screen



This screen appears after you make a selection and press ENTER on the Finished Goods Display History Screen (p. 10-106). It displays summary line information for receipts associated with the selected item. Receipt information appears only if receipts have been posted.

Use this screen to review the receipt history information for the selected item, as well as access transaction history for the selected finished item via the F5=TRANS HIST function key.

Work Order Processing Receipt History History Screen Fields and Function Keys

Field/Function Key	Description
Co/Order	The company and work order number for which receipt history appears. Display
Item	The parent item number for which receipt history appears. Display
Desc	The description of the parent item. Display
U/M	The unit of measure associated with the parent item. Display
WO Date	The requested due date for this parent item on the work order. Display
Order Quantity	The total quantity for the parent item that was ordered on this work order. Display

Work Order Processing Receipt History History Screen Fields and Function Keys

Field/Function Key	Description
WH	The finished goods warehouse associated with the work order. Display\
Days	The total overdue days for the balance of items still due for this work order. If the **Receipt List Type** field displays COMPLETE, this field does not appear. Display
Bal Due	The quantity outstanding of items for this work order that are still due. If the **Receipt List Type** field displays COMPLETE, this field does not appear. Display
(Receipt List Type)	Identifies if the information on this screen contains open receivers (OPEN appears), or completed receivers (COMPLETE appears). Display
(Reference Number)	The reference number of the receipt on this screen. Use this field to reference any transaction history information for the selected receipt by keying this number in the **Selection** field. Display
Receipt Date	The date on which receipts for this item were entered. Display
Overdue Days	The number of days between the requested due date specified on the work order and the actual receipt date. Display
Receipt Qty	The total quantity of the parent item that has been received, in the buying unit of measure. Display
Receipt Cost	The total cost for the item at the time of the receipt transaction. The cost is calculated as **Receipt Qty x Cost = Receipt Cost** Display
Receipt Value	The total cost of the invoice. Display
Selection	Use this field to select a receipt on this screen for which to display transaction history information, if history exists for the receipt you select. Key the number in the reference column that corresponds to the receipt you want to select and press F5=TRANS HIST. (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option and return to the Work Order Display Screen (p. 10-14).

Work Order Processing Receipt History History Screen Fields and Function Keys

Field/Function Key	Description
F5=Trans Hist	The F5=TRANS HIST function key does not appear if you accessed this screen through General Ledger Inquiry (MENU GLMAIN). After selecting a receipt in the **Selection** field, press the F5=TRANS HIST function key to access transaction history information. The Transaction History Detail Screen appears. For a description of this screen, refer to the Inventory Accounting User Guide.
F12=Return	Press the F12=RETURN function key to return to the Finished Goods Display Screen (p. 10-55).

CHAPTER 11 Entering Receipts

11

You can enter receipts for one or more work orders created through Maintain Work Orders (MENU WOMAIN) using the Receipt Entry option on the Value Added Services Main Menu (MENU WOMAIN). Through this option, you create a receipt group that is used to enter your receipts. Within the receipt group, one or more work orders may exist that contain the parent item (one parent item per work order), co-products, if applicable, and components.

Once you create a receipt group through this option, you receive in the parent item and any co-products and deplete the components from inventory for each work order. The receipt group can then be submitted for posting through Receipt Post (MENU WOMAIN)

Any charges (labor, special and outside services) you select to expense through this menu option will update the appropriate General Ledger accounts accordingly. The General Ledger postings to occur are stored in a work file until either Day-End Processing (MENU XAMAST) or Post I/A Transactions to G/L (MENU IAMAST) is run. Once G/L postings occur, general ledger information will be incorporated into all applicable item files. History will be retained for all receipt groups that are posted through Receipt Post (MENU WOMAIN).

NOTE: Once the word order receipts are posted, the specifics regarding which revision level and effective date were received will be available to view in Work Order History. Those fields are not part of Warehouse Management and are not available as a selection criteria for work order items that are made-to-stock.

Receipt Entry

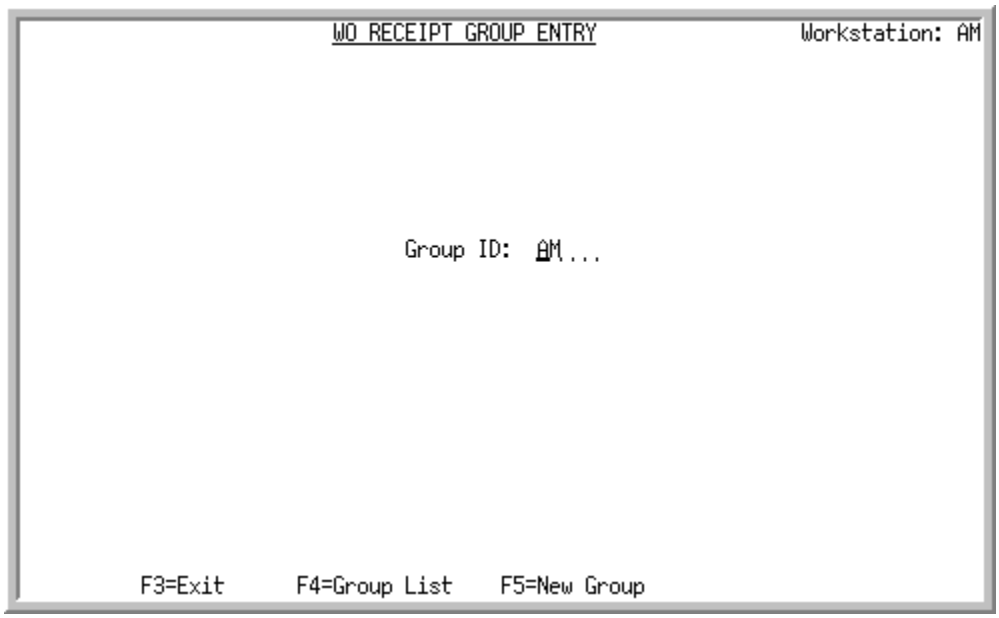
The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
WO Receipt Group Entry Screen	Used to identify the receipt group to be created, maintained, or posted.

Title	Purpose
WO Receipt Processing Group Selection Screen	Used to select a group from the list of existing receipt groups.
WO Receipt Processing Screen	Used to view or maintain general information regarding the receipt group being processed.
Enter/Change WO Receipts Screen	Used to select the company and open work orders for which receipt information will be entered.
Pending Receipts Summary Screen	Used to display receipts that have not yet been posted for all of the work orders that reside in the selected receipt group.
Work Order Receipt Header Screen	Used to receive finished items for the selected work order.
Special Charges Screen Special Charges Change Screen	Used to select any special charges to distribute to the parent and any co-product, if applicable, for this receipt.
Issue Entry Screen Issue Entry Change Screen	Used to select an item and to review the recommended quantity of this component to issue out of inventory for this receipt, or override the recommended quantity. Used to review the quantity of this component item to issue out of inventory for this receipt or to override the recommended quantity.
Receipt Entry Screen Receipt Entry Change Screen	Used to select an item and to review the recommended quantity to issue for this receipt, or to override the recommended amount.
Labor Charges Screen Labor Charges Change Screen	Used to select the labor charges to review rand change recommended charges for this receipt or to override the recommended amount to distribute.
Work Order Receipt End Screen	Used to review receipt entry information for the work order being processed.
Outside Service Charges Screen	Used to select the purchase order to review recommended outside service charges or override the recommended charges.
Outside Service Charges Detail Screen Outside Service Charges Detail Change Screen	Used to select an item and to review or override the recommended outside service labor charges for this items receipt.
Cost Layer Selection - Select Screen	Used to review or select cost layers for the component.
Cost Layer Detail Screen	Used to review additional information about the cost layer you selected.

Title	Purpose
Cost Layer Selection - Selected Screen	Used to change or delete selected cost layers for the component.
Location Reservations Screen	Used to review the quantity reserved of the item in the indicated warehouse location and deplete your reserved inventory.
Lot/Serial Parent Selection Screen	Used to select a parent item on this work order to assign lot/serial components to the parent for this receipt.
Lot/Serial Component Selection Screen	Used to select a lot/serial component item to further link lot/serial component detail to the finished goods parent lot/serial assignments for this receipt.
Finished Goods Lot/Serial Assignment Screen	Used to assign or unassign lot/serial component item number designations for the selected lot/serial parent item being processed for this receipt.

WO Receipt Group Entry Screen



This screen appears after you select the Receipt Entry option on the Value Added Services Main Menu (MENU WOMAIN). Use this screen to identify the receipt group to be created, maintained, or posted. Since receipt groups are not limited to any one workstation, many different receipt groups can be processed from a single workstation.

If you create a receipt group via this option, but do not enter any receipts, the group is automatically deleted. This prevents empty receipt groups from being maintained. You can also access this screen from Receipt Edit (MENU WOMAIN), or Receipt Post (MENU WOMAIN).

WO Receipt Group Entry Screen Fields and Function Keys

Field/Function Key	Description
Workstation	This field displays the ID of the physical workstation. This ID will be used as the default for the **Group ID for r**eceipt processing. Display

WO Receipt Group Entry Screen Fields and Function Keys

Field/Function Key	Description
Group ID	Key up to five characters to be representative of the receipt group ID you are creating, or accept the default. The F5=NEW GROUP function key is available to clear the field prior to keying a group ID. This field is initially required. However, once you enter a receipt for a work order and press F3=EXIT on the Work Order Receipt End Screen (p. 11-42), this screen reappears and the ID in this field is display-only. You can press F5=NEW GROUP to add a new group. The Workstation ID of the physical workstation. *Valid Values:* A group ID that is not a PO group. The ID keyed must not exist elsewhere or an error will appear (refer to the F4 function key to access a list of existing receipt groups) (A 5) Required/Display
F3=Exit	Press F3=EXIT to exit this option. MENU WOMAIN appears.
F4=Group List	Press F4=GROUP LIST to access a list of existing receipt groups. The WO Receipt Processing Group Selection Screen (p. 11-6) appears.
F5=New Group	Press F5=NEW GROUP to clear the **Group ID** field prior to keying a different receipt group ID.
Enter	Press ENTER to confirm your selection. The WO Receipt Processing Screen (p. 11-9) appears.

WO Receipt Processing Group Selection Screen

```
                    WO RECEIPT PROCESSING GROUP SELECTION

                                          Rcpt              Orig
  ID    Description                       Date    WH        User      Status

1 AM    today's receipts                9/09/11  1       APDEMO     Available

_____________________________________________________________________ Last

                                 Selection: _ .
  F2=Ent Dt/Tm
  F3=Exit            F4=Orig WS      F6=TP Inq     F12=Return     F24=Delete
```

This screen appears after you press F4=GROUP LIST on the WO Receipt Group Entry Screen (p. 11-4). Use this screen to select a group from the list of existing receipt groups. A group can be selected for processing if it is not already is use.

This screen can also be accessed from the Receipt Edit option on MENU WOMAIN.

WO Receipt Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number associated with each receipt group. To select a receipt group (not already in use - check *Status* field), key the reference number in the *Selection* field and press ENTER. Display

WO Receipt Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description

(Receipt Group Information)	The following receipt group information is provided:
	• (Receipt Group) ID
	• (Receipt Group) Description
	• Receipt Date and Warehouse, or Entry Date and Time (as toggled with the use of the F2 function key)
	• Original User or Original Workstation (as toggled with the use of the F4 function key)
	• Status of the receipt group:
	  • Available: Able to be selected for processing
	  • In-Use XX (where XX is the workstation): Not able to be selected for processing since it is currently being used
	  • Post - XX (where XX is the workstation): Not able to be selected for processing since it is currently being prepared for posting
	  • TP Post: Not able to be selected for processing since it is currently being posting by the Transaction Processor
	Display

Selection	Use this field to select a receipt group. Key the Reference Number of the receipt group and press ENTER to continue processing. (N 2,0) Optional
F2=Ent Dt/Tm / Rcpt Dt/Wh	Press this toggle key to change the fields on this screen from the receipt group entry date and time (system assigned when the receipt group was entered) to the receipt date and warehouse [keyed on the WO Receipt Processing Screen (p. 11-9)].
F3=Exit	Press this key to cancel this option and return to the menu.
F4=Orig WS/Orig Usr	Press this toggle key to display either the original workstation (the ID of the workstation where the receipt group was created) or the original user (the ID of the user who created the receipt group) on this screen.
F6=TP Inq	This function key appears only if your user ID is established as one that can access the Transaction Processor Inquiry. Press this key to access the Transaction Processor Jobs Screen to view all jobs submitted to the Transaction Processor. For details regarding this screen, refer to the Cross Applications User Guide.
F12=Return	Press this key to return to the WO Receipt Group Entry Screen (p. 11-4).

WO Receipt Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	After keying the reference number of the receipt group in the *Selection* field, press this key to delete the indicated group. You will be required to press this key twice to confirm deletion. NOTE: You cannot delete a receipt group that is currently being processed.
Enter	After keying the reference number of the receipt group in the *Selection* field, press this key to confirm your selection. The WO Receipt Processing Screen (p. 11-9) appears. NOTE: You cannot select a receipt group that is currently in use.

WO Receipt Processing Screen

```
                    WO RECEIPT PROCESSING


Group ID:       AM
Orig User:      APDEMO
Created:         9/09/11   10:05:56
Warehouse?      1 .
Group Desc:     today's receipts..............
Receipt Date:   090911


                                        F3=Exit      F12=Return
```

This screen appears after you press ENTER on the WO Receipt Group Entry Screen (p. 11-4). Use this screen to view or maintain general information regarding the receipt group being processed.

Fields on this screen are display-only if you accessed this screen from either Receipt Edit (MENU WOMAIN) or Receipt Post (MENU WOMAIN).

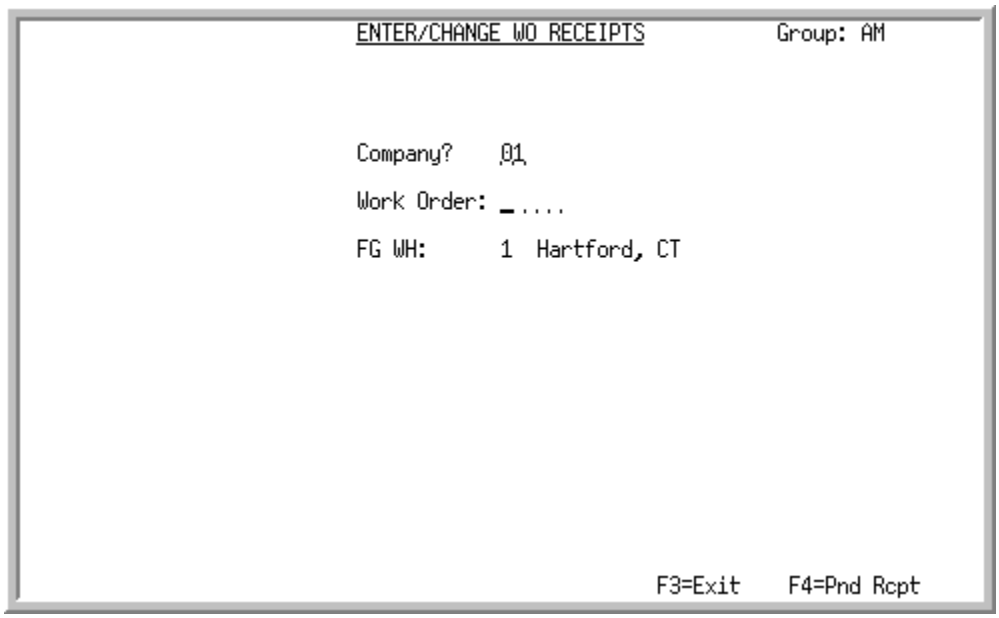
WO Receipt Processing Screen Field and Function Keys

Field/Function Key	Description
Group ID	This field displays the Group ID selected on the WO Receipt Group Entry Screen (p. 11-4) or WO Receipt Processing Group Selection Screen (p. 11-6). Display
Orig User	This field displays the user ID of the originator of the receipt group, as determined on the WO Receipt Group Entry Screen (p. 11-4) when the receipt group was first created. Display
Created	This field displays the system assigned date and time of the receipt group creation, as determined on the WO Receipt Group Entry Screen (p. 11-4) when the receipt group was first created. Display

WO Receipt Processing Screen Field and Function Keys

Field/Function Key	Description
Warehouse	Key the two character ID of the warehouse for which you will be processing WO receipts in this receipt group. Any work orders to be included in the receipt group must be for the same warehouse. This field is initially required. However, once receipts have been keyed for this receipt group, this field is display-only and you cannot change the warehouse identification. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required/Display
Group Description	Use this field to describe the receipt group or provide information about the content of the receipt group. Key the appropriate group description if you are adding a new receipt group or override the description if you are maintaining an existing receipt group. (A 30) Required
Receipt Date	This field reflects the date that receipts for the work orders in the receipt group were received. When a work order is not received complete, this date indicates the last time that receipts were entered for the work order. When a work order is received complete, this date is saved to work order receipt history. Key the appropriate receipt date if adding a new receipt group or override the date if maintaining an existing receipt group. The date keyed in this field will be included in the work order record for each work order in the group, and will also be maintained in work order history. If the receipt date is changed for a receipt group, like the initial entry of the receipt date, the change will be carried to each of the work order records. Key the date using the Default Date Format for this user specified through Register A+ User IDs (MENU XACFIG) or, if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Exit	Press this key to cancel this option and return to the menu.
F12=Return	Press this key to return to the WO Receipt Group Entry Screen (p. 11-4) without making any selection on this screen.
Enter	Press this key to confirm your selections. The Enter/Change WO Receipts Screen (p. 11-11) appears. If you accessed this screen from Receipt Post (MENU WOMAIN) or Receipt Edit (MENU WOMAIN), after you press this key, the Report Options Screen appears. Refer to the Cross Applications User Guide for detail information about this screen.

Enter/Change WO Receipts Screen



This screen appears after you select/create a receipt group for processing on the WO Receipt Processing Screen (p. 11-9). Use this screen to select the company and open work orders for which receipt information will be entered. You can also access pending receipt information via the F4=PND RCPT function key.

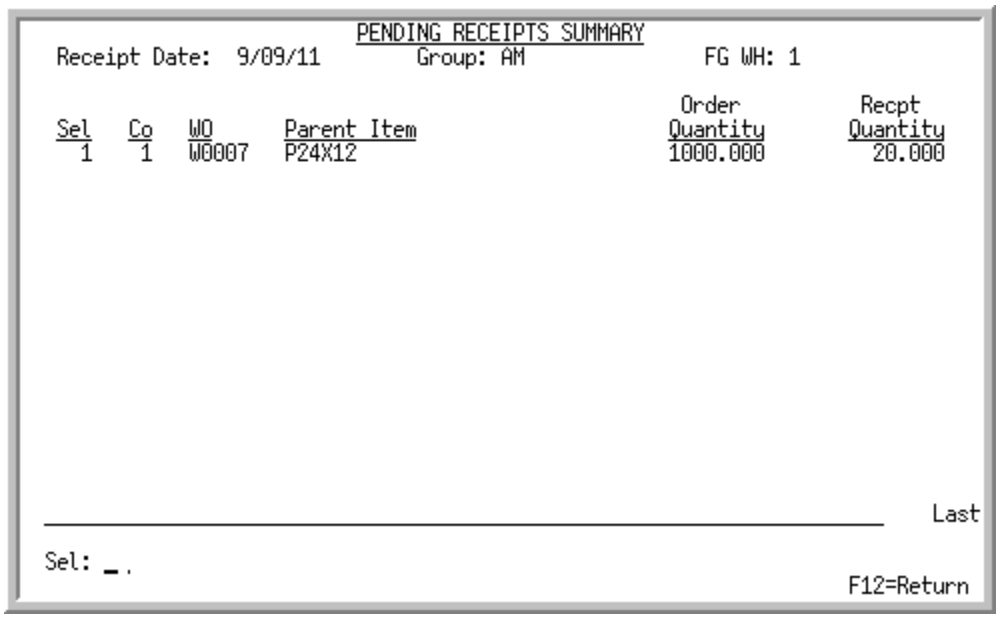
Enter/Change WO Receipts Screen Fields and Function Keys

Field/Function Key	Description
Group	This field displays the Receipt Group ID keyed on the WO Receipt Group Entry Screen (p. 11-4). Display
Company	If you have tailored Distribution A+ to be multi-company through System Options Maintenance (MENU XAFILE), this field is required; otherwise, this field is display-only. Key the number of the company for which receipt information will be entered. *Default Value:* The default company set up for Distribution A+ based on user security. *Valid Values:* Any company number created through Company Name Maintenance (MENU XAFILE). (N 2,0) Required/Display

Enter/Change WO Receipts Screen Fields and Function Keys

Field/Function Key	Description
Work Order	Key the number of the open work order for which receipt information will be entered. *Valid Values:* A work order created through Maintain Work Orders (MENU WOMAIN) that is not closed and for which receipts have been posted. (A 5) Required
FG WH	This field displays the ID of the finished goods warehouse keyed on the WO Receipt Processing Screen (p. 11-9) for which you will be processing WO receipts in this receipt group. Display
F3=Exit	Press this key to cancel this option and return to the menu.
F4=Pnd Rcpt	Press this key to access receipts that have not yet been posted for all of the work orders that reside in the selected receipt group. The Pending Receipts Summary Screen (p. 11-13) appears.
Enter	Press this key to confirm your selections. The Work Order Receipt Header Screen (p. 11-15) appears for the selected work order.

Pending Receipts Summary Screen



This screen appears after you press F4 on the Enter/Change WO Receipts Screen (p. 11-11). Use this screen to review receipts that have not yet been posted for all of the work orders that reside in the selected receipt group. You can then select the work order via the *Sel* field to enter receipts for the work order.

Pending Receipts Summary Screen Fields and Function Keys

Field/Function Key	Description
(Pending Receipt Information)	The following information appears: • *Sel:* The reference number of the work order for which receipts are pending. Key this number in the *Sel* field and press ENTER to access the Work Order Receipt Header Screen (p. 11-15) for the work order. • *Co:* The company associated with this receipt group. • *WO:* The number of the work order for which receipts are pending. • *Parent Item:* The number of the parent item for this work order. • *Order Quantity:* The total order quantity of the parent item on the work order. • *Recpt Quantity:* The total number of receipts that have been entered to date for this work order. Display

Pending Receipts Summary Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select a work order to receive complete finished items for the work order. Key the reference number of the work order you want to select and press ENTER. (N 2,0) Optional
F12=Return	Press this key to return to the Enter/Change WO Receipts Screen (p. 11-11).
Enter	After entering a reference number in the *Sel* field, press this key to confirm your selection. The Work Order Receipt Header Screen (p. 11-15) appears for the selected work order.

Work Order Receipt Header Screen

```
                         WORK ORDER RECEIPT HEADER

Co:            1                  Parent Item: P24X12
Work Order:   W0007                             White Bond 24 X 12 Sheets
FG WH:        1
Component WH: 1                   Rev Level:
                                  Eff Date:     4/27/10


Total Qty:          1000.000      Due Date:         1/26/10
Rec'd to Date:         .000       Last Rcpt Date:   0/00/00
Balance Due:        1000.000

Qty this Rcpt:   _......000.      Rcpt Complete:    . ( ,C)
Qty Scrapped:    ........000.     Expense Scrap:    N (Y,N)

Cost Percent:    100.000


  F4=Sp Chrg  F5=Issue  F6=Receipt  F9=Labor  F10=End  F11=O/S Chrg
```

This screen appears after you press ENTER on the Enter/Change WO Receipts Screen (p. 11-11) or Pending Receipts Summary Screen (p. 11-13). This screen displays header information for the work order created through Maintain Work Orders (MENU WOMAIN) for which receipts will be entered. Use this screen to receive finished items for the work order selected.

You can use this screen to receive a work order complete if all costs on the work order are resolved.

A partially completed work order can be designated received complete. This is appropriate if a partially completed order needs to be closed because of special circumstances.

If the **Total Qty** field displays a negative value, it indicates that you are to receive in a “negative” parent. This means that instead of performing an assembly, a disassembly of the parent item is to occur. Also, if the **Total Qty** field is negative, the **Qty this Rcpt** field must also be negative.

Decimal quantities are allowed on this screen depending on your response in the **Allow Decimal Qty** field in Bill of Material Maintenance (MENU WOFILE).

Work Order Receipt Header Screen Fields and Function Keys

Field/Function Key	Description
Co	The company associated with this receipt group. Display
Work Order	The number of the work order being processed. Display

Work Order Receipt Header Screen Fields and Function Keys

Field/Function Key	Description
FG WH	The finished goods warehouse that will be receiving this work order. Display
Component WH	The warehouse where this order's components were picked. Display
Total Qty	The total quantity of this work order. If this field displays a negative value, it indicates that you are to receive in a "negative" parent. This means that instead of performing an assembly, a disassembly of the parent item is to occur. Also, if this field is negative, the **Qty this Rcpt** field must also be negative. Display
Rec'd to Date	The quantity of this work order that has been received to date. Display
Balance Due	The remaining quantity of the work order that has not been received. Display
Parent Item	The number of the parent item for this work order. Display
Rev Level	The revision level, if applicable, associated with the parent item. Display
Eff Date	The effective date, if applicable, associated with the parent item. Display
Due Date	The due date of this work order. Display
Last Rcpt Date	The last date a receipt was entered for this work order. Display

Work Order Receipt Header Screen Fields and Function Keys

Field/Function Key	Description
Qty this Rcpt	This field represents the quantity of this parent item (not including the scrap quantity) to be received for this work order in this receipt group. For instance, if the work order is for 10 parent items and you only make 8 parent items and scrap 2 parent items, the **Qty this Rcpt** will equal 8 and the **Qty Scrapped** will be 2. Key the quantity of the parent item that is being received for this work order. The value that you key in this field is used throughout this menu option to automatically calculate recommended quantities. To receive against a work order with routings with the **Report Production Activity** field set to Y, each of those routing steps must have production activity of at least the receipt quantity. NOTE: If the **Total Qty** field displays a negative value, it indicates that you are to receive in a "negative" parent. This means that instead of performing an assembly, a disassembly of the parent item is to occur and you must therefore key a negative value in this field. (N 12,3) Optional
Qty Scrapped	This field represents the actual quantity of scrapped items created in the production of the parent item for this work order. Key the actual quantity of scrapped items, if applicable, that is being received for this work order. (N 12,3) Optional
Cost Percent	This field displays the total cost percentage of the work order assigned to the parent item. Because of special circumstances in production, you are allowed to assign a different cost percentage for individual receipts. This cost percentage will be assigned to the items for this receipt only and will not change the parent cost percentage default for this work order for future receipts. Key a new cost percentage for the parent item or accept the default. NOTE: Cost variables of the work order are special charges, outside service charges, overhead expenses, component cost and labor. *Default Value:* The total cost percentage of the work order assigned to the parent item in Maintain Work Orders (MENU WOMAIN). (N 7,3) Optional

Work Order Receipt Header Screen Fields and Function Keys

Field/Function Key	Description
Rcpt Complete	This field indicates whether or not this work order is received complete. In most instances, a work order is not designated received complete until all items ordered on that work order have been received or depleted and all costs are resolved. Use this field when the last receipt is entered. Key C to close this work order. All work orders that you close through this menu option will be posted to history when you run Receipt Post (MENU WOMAIN). All work orders closed through this option will then appear in the Work Order Inquiry (MENU WOMAIN) under the order type of "history," since they are no longer open. Leave this field blank if you do not want to close this work order at this time. A partially completed work order can be designated received complete. This is appropriate if a partially completed order needs to be closed because of special circumstances. However, all costs must be resolved. A variance of .5 for partial receipts is allowable to post. (A 1) Required
COO	This field displays only if the parent item is set up to track country of origin, as determined through Item Master Maintenance (MENU IAFILE), and the parent's quantity ordered is greater than zero. Use this field to specify the country of origin of the parent item. During put-away, the country of origin from the receipt files is used during the creation of the receipts record. NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFILE), the system will perform a country of origin check. A country of origin check will also be performed if selling restrictions are active and this work order is for a specific Order Entry customer order (that is, the item was specified as a special order for the work order vendor). *Default Value:* The primary country of origin in the Item Balance File (ITBAL) *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required

Work Order Receipt Header Screen Fields and Function Keys

Field/Function Key	Description
Expense Scrap	This field indicates whether or not any applicable scrap quantity for the parent item is to be designated as an expense for this receipt. Key Y to expense any scrap quantity for the parent item for this receipt. The value of the parent item will not be included in the roll-up of cost for that parent. NOTE: The value of **Qty Scrapped** appears on the Work Order Receipt End Screen (p. 11-42) in the **Cost Distribution Expensed** field. Key N if you do not want to expense a scrap quantity. The value of the parent item will be included in the roll-up of cost for that parent. *Default Value:* N (A 1) Required
F4=Sp Chrg	Press the F4=SP CHRG key to review or override special charges. The Special Charges Screen (p. 11-20) appears.
F5=Issue	Press the F5=ISSUE key to review or override any recommended component item information for issues (issues represent taking items out of inventory). The Issue Entry Screen (p. 11-24) appears.
F6=Receipt	Press the F6=RECEIPT key to review or override any recommended item information for receipts (receipts represent a finished item that has been received into stock). The Receipt Entry Screen (p. 11-30) appears. If Warehouse Management is installed, use the F6=RECEIPT function key to access the put-away process.
F9=Labor	Press the F9=LABOR key to review or override any recommended labor costs. The Labor Charges Screen (p. 11-38) appears.
F10=End	Press the F10=END key to end this receipt. The Work Order Receipt End Screen (p. 11-42) appears.
F11=O/S Chrg	Press the F11=O/S CHRG key to review or override any recommended outside service charges. The Outside Service Charges Screen (p. 11-46) appears.
F13=Recmd	The first time you access this screen, the F13=RECMD function key does not appear since the function that it performs is automatically performed by Value Added Services. Any additional times you access this screen when maintaining a receipt group, the F13=RECMD function key appears, allowing you to on-demand readjust recommended charges for the receipt. Press the F13=RECMD function key to automatically readjust all recommended charges for this receipt based on the quantity entered in the **Qty this Receipt** or **Qty Scrapped** field. This function will override recommended charges for the amount that was originally entered to be received for this receipt. Any manually keyed overrides will be reset to system values.

Special Charges Screen

```
                              SPECIAL CHARGES

 Co: 01  Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                        Rev Level:            Eff Date:  4/27/10

  Description                          Total         To Date       This Rcpt Ex
1 Special Handling                    150.00                           3.30  N

                                                                        Last

 Sel: _

              F2=Header  F5=Issue  F6=Receipt  F9=Labor  F10=End  F11=O/S Chrg
```

Special Charges Change Screen

```
                              SPECIAL CHARGES                    CHANGE

 Co: 01  Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                        Rev Level:            Eff Date:  4/27/10

  Description                          Total         To Date       This Rcpt Ex
1 Special Handling                    150.00                           3.30  N

                                                                        Last

 Sel: 1    This Rcpt: _.........3.30.   Exp: N (Y,N)
           Rcmd Amt:            3.00

                                                                F12=Return
```

The Special Charges Screen appears after you press F4=SP CHRG on the Work Order Receipt Header Screen (p. 11-15). Use this screen to select any special charges you want to distribute to the parent and any co-product, if applicable, for this receipt. Special charge costs may be expensed in General Ledger.

You cannot add special charges through this menu option. Use Maintain Work Orders (MENU WOMAIN) to add special charges to the work order that will then be available on this screen for cost distribution.

You can access this screen from several other screens within this option.

The Special Charges Change Screen displays when you select a special charge for change to edit the amount of the special charge.

Special Charges Screen and Special Charges Change Screen Fields and Function Keys

Field/Function Key	Description
(Work Order Header Information)	The following work order header information appears: • *Co:* The company associated with the receipt group. • *Work Order:* The number of the work order being processed. • *FG WH:* The finished goods warehouse that will be receiving this work order. • *Parent Item:* The parent item associated with the work order. • *Rev Level:* The revision level, if applicable, associated with the parent item. • *Eff Date:* The effective date, if applicable, associated with the parent item. Display
Reference Number	This field displays the reference number of the special charges for this work order. Key this number in the *Sel* field and press ENTER to either review the recommended special charge or override the recommended amount. Display
Description	This field displays the description of the special charges for this work order. Display
Total	This field displays the total amount of the special charge for this work order. Display
To Date	This field displays the total amount of the special charge that has been received for this work order to date. Display
This Rcpt	This field displays the recommended amount of the special charge for this receipt. You can override this amount for each receipt for each work order. Display
Ex	This field indicates with Y (Yes) or N (No) whether or not the amount of the special charge will be expensed or included in the cost roll-up. Display

Special Charges Screen and Special Charges Change Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select a special charge on this screen to either enter a new amount or change the expense field. Key the reference number of the special charge and press ENTER. (N 2,0) Optional
This Rcpt	This field appears after you make a selection and press ENTER on this screen. This field displays the recommended amount of the special charge for this receipt. You can use this field to either review the recommended amount of the special charge for this receipt or to override the recommended amount. If you override the recommended amount, this will assign the new amount you key to this receipt only. Future receipts for this same work order will default to the recommended amount unless you manually override this field each time you enter a receipt. Key the new amount for the special charge for this receipt or accept the recommended amount. (N 13,2) Optional
Rcmd Amt	This field appears after you make a selection and press ENTER on this screen. This field displays the recommended amount of the special charge for this receipt. Display
Exp	This field appears after you make a selection and press ENTER on this screen. This field indicates with Y (Yes) or N (No) whether or not this special charge will be assigned as an expense. Key Y to assign the special charge as an expense. Key N if you do not want to assign the special charge as an expense. The amount of the special charge will be included in cost roll-up. *Default Value:* N (A 1) Required
F2=Header	This function key appears before you make a selection and press ENTER. Press this key to access the Work Order Receipt Header Screen (p. 11-15), where you can make changes for this receipt.
F5=Issue	This function key appears before you make a selection and press ENTER. Press this key to review or override any recommended item information for issues (issues represent taking items out of inventory). The Issue Entry Change Screen (p. 11-24) appears.

Special Charges Screen and Special Charges Change Screen Fields and Function Keys

Field/Function Key	Description
F6=Receipt	This function key appears before you make a selection and press ENTER. Press this key to review or override any recommended item information for receipts (receipts represent a finished item that is being returned to stock).The Receipt Entry Screen (p. 11-30) appears.
F9=Labor	This function key appears before you make a selection and press ENTER. Press this key to review or override any recommended labor costs. The Labor Charges Screen (p. 11-38) appears.
F10=End	This function key appears before you make a selection and press ENTER. Press this key to end this receipt. The Work Order Receipt End Screen (p. 11-42) appears.
F11=O/S Chrg	This function key appears before you make a selection and press ENTER. Press this key to review or override any recommended outside service charges. The Outside Service Charges Screen (p. 11-46) appears.
F12=Return	This function key appears after you make a selection and press ENTER. Press this key to return to the list without saving your entries in the *This Rcpt*, *Rcmd Amount*, and *Exp* fields.
Enter	After entering a reference number in the *Sel* field, press this key to confirm your selection. The *This Rcpt*, *Rcmd Amount*, and *Exp* fields appear in the lower portion of the screen. If you entered values in these fields, press this key to confirm your entries.

Issue Entry Screen

```
                                  ISSUE ENTRY

Co: 01  Work Order: W0002  FG WH: 1    Parent Item: P8.5X11
                                       Rev Level:            Eff Date:  4/26/12

  Item                        Status Commit Qty    Issue Qty         Ext Cost Ex
1 P100                         PCnf       2.000        1.000                   N

                                                                          Last
Sel: _

                                          F10=End      F20=Scrp Qty F23=Unit
 F2=Header F4=Sp Chrg F6=Receipt F9=Labor F11=O/S Chrg F21=Loc Asgn F24=Descrp
```

Issue Entry Change Screen

```
                                  ISSUE ENTRY                          CHANGE

Co: 01  Work Order: W0002  FG WH: 1    Parent Item: P8.5X11
                                       Rev Level:            Eff Date:  4/26/12

  Item                        Status Commit Qty    Issue Qty         Ext Cost Ex
1 P100                         PCnf       2.000        1.000                   N

                                                                          Last
Sel: 1
Iss Qty:  _ ....1.000..     Scrap Qty: .......000..  U/M: SQF
Rcmd Qty:       1.000       Exp Scrap: N (Y,N)
Qty Per:         .64930     Scrap Factor:   .000 %
                                                                F12=Return
                                                                F13=Cost Layer
```

The Issue Entry Screen appears after you press F5=ISSUE on the Work Order Receipt Header Screen (p. 11-15).This screen displays the item information associated with this work order for this receipt.

Use this screen to select an item for which you want to review the recommended quantity to issue for this receipt or override the recommended amount. You can use this screen to deplete quantities from specific warehouse locations.

You can access this screen from several other screens within this menu option.

The Issue Entry Change Screen displays when you select a component for change on the Issue Entry Screen. Use this screen to review the quantity of this component item to issue out of inventory for this receipt or to override the recommended quantity. The recommended quantity for this receipt displays in both the **Iss Qty** field (input capable) and the **Rcmd Qty** field (display only). You may override the recommended quantity for this receipt by keying a new quantity in the **Iss Qty** field.

NOTE: Decimal quantities may be allowed on this screen depending on your response in the **Allow Decimal Qty** field in Bill of Material Maintenance (MENU WOFILE).

Issue Entry Screen and Issue Entry Changes Screen Fields and Function Keys

Field/Function Key	Description
Co	The company you entered for this receipt group. Display
Work Order	The number of the work order being processed. Display
FG WH	The finished goods warehouse that will be receiving this work order. Display
Parent Item	The parent item associated with this work order. Display
Rev Level	The revision level, if applicable, associated with the parent item. Display
Eff Date	The effective date, if applicable, associated with the parent item. Display
(Reference Number)	This field displays the reference number of the items for this work order. Key this number in the **Sel** field and press ENTER to either review the recommended quantity to issue of this item for this receipt or to override the recommended quantity. Display
Item/Description	This field displays the items for this work order and optionally the description of the items, with the use of the F24=DESCRP key. Display

Issue Entry Screen and Issue Entry Changes Screen Fields and Function Keys

Field/Function Key	Description
Status	The current status of the work order: • **ORdy** for Pick Ready • **PPrt** for Pick Print • **PCnf** for Pick Confirmed • **MSht** for Material Short Display
Commit Qty	This field displays the total committed quantity of this item for this work order. Display
Issue Qty / Scrap Qty	This field toggles between displaying the total quantity of this item that has been issued for this receipt and the quantity scrapped of this item with the use of the F20=SCRPQTY / F20=ISSUE QTY function key. The issue quantity shows in reverse image when the issued quantity has been changed to be more than the original recommended quantity. Display
Ext Cost / Unit Cost	This field toggles between displaying the extending cost and the unit cost of this item for this work order with the use of the F23 function key. Each cost is calculated by using the item's current average cost as defined in the Item Balance File. Display
Ex	This field indicates with **Y** or **N** whether or not there are any expenses assigned to this item for this work order. Display
Sel	Use this field to select an item to review recommended quantities to issue or override the recommended quantity. Key the reference number of the item and press ENTER. (N 1,0) Optional

Issue Entry Screen and Issue Entry Changes Screen Fields and Function Keys

Field/Function Key	Description
Iss Qty	This field displays the recommended total quantity of this component item to issue for this receipt, including scrap. You may use this field to review the recommended quantity for this receipt or to override the recommended quantity. This is the quantity that will be relieved from inventory. NOTE: If you override the recommended quantity, this will assign the new quantity you key to this receipt only. Future receipts for this same work order will default to the recommended quantity unless you manually override this field each time you enter a receipt. Key the new quantity of the item for this receipt or accept the recommended quantity. (N 12,3) Optional
Rcmd Qty	This field displays the recommended quantity of this item to issue for this receipt. Display
Qty Per	This field displays the quantity per unit of the selected item. Display
Scrap Qty	This field indicates the quantity of this item for this receipt which is scrapped. Key the appropriate scrap quantity of this item for this receipt. If you leave this field blank, zero will be used as the default. NOTE: This value will be subtracted from issue quantity to determine the actual quantity used in the parent item. (N 12,3) Optional
Exp Scrap	This field indicates whether or not the scrap quantity of this item for this receipt is to be assigned as an expense. Key Y to assign the scrap quantity for this item as an expense. Key N if you do not want to assign the scrap quantity as an expense. *Default Value:* N (A 1) Required
Scrap Factor	This field displays the scrap factor percentage assigned to the selected item. This value is informational and is not used in any of the scrap calculations. Display
U/M	This field displays the unit of measure of the selected item. Display

Issue Entry Screen and Issue Entry Changes Screen Fields and Function Keys

Field/Function Key	Description
F2=Header	Press F2=HEADER to access the Work Order Receipt Header Screen (p. 11-15), where you can make changes for this receipt.
F4=Sp Chrg	Press F4=SP CHRG to review or override special charges. The Special Charges Screen (p. 11-20) appears.
F6=Receipt	Press F6=RECEIPT to review or override any recommended item information for receipts (receipts represent a finished item that is being returned to stock). The Receipt Entry Screen (p. 11-30) appears.
F9=Labor	Press F9=LABOR to review or override any recommended labor costs. The Labor Charges Screen (p. 11-38) appears.
F10=End	Press F10=END to end this receipt. The Work Order Receipt End Screen (p. 11-42) appears.
F11=O/S Chrg	Press F11=O/S CHRG to review or override any recommended outside service charges. The Outside Service Charges Screen (p. 11-46) appears.
F12=Return	From the Issue Entry Change Screen, press the F12=RETURN function key to return to the Issue Entry Screen (p. 11-24).
F13=Cost Layer	The F13=COST LAYER function key applies when a component item is added, changed or deleted, or the entire work order is deleted, and displays only if the **Costing Method** field in Inventory Accounting System Options (MENU XAFILE) contains a value. From the Issue Entry Change Screen, press the F13=COST LAYER function key to review or select particular cost layers. The Cost Layer Selection - Select Screen (p. 11-53) will appear. NOTE: The Cost Layer Selection - Select Screen (p. 11-53) can be accessed in either the Automatic mode (Add or Change) or Delete mode (Delete).
F20=ScrpQty / F20=Issue Qty	Press F20=SCRPQTY / F20=ISSUE QTY to toggle between the scrap quantity and the issue quantity in the **Issue Qty** / **Scrap Qty** column.
F21=Loc Asgn	This function key appears only if Warehouse Management is installed. Press F21=LOC ASGN to deplete the quantity of the item in its warehouse location. The Location Reservations Screen (p. 11-64) appears.
F23=Unit / F23=Ext	Press F23=UNIT / F23=EXT to toggle between the extended cost and the unit cost in the **Ext Cost** / **Unit Cost** column.
F24=Descrp	Press F24=DESCRP to view the description of the item beneath the item number on this screen.

Issue Entry Screen and Issue Entry Changes Screen Fields and Function Keys

Field/Function Key	Description
Enter	On the Issue Entry Screen, after entering a reference number in the **Sel** field, press the ENTER key to confirm your selection. The Issue Entry Change Screen appears. On the Issue Entry Change Screen, press ENTER to confirm you selections. The quantity to issue for this item will be assigned to this receipt, and you will be returned to the Issue Entry Screen (p. 11-24)

Receipt Entry Screen

```
                              RECEIPT ENTRY

Co: 01   Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                        Rev Level:            Eff Date:  4/27/10
 Total Pct: 100.000        Parent Pct: 100.000        Co-Products Pct:

  Item                        Balance     Rcpt Qty   Cost %        Ext Cost Ex
1 P24X12                     1000.000       20.000  100.000           74.04  Y
2 P12X12                     1000.000       20.000                           N

                                                                        Last
 Sel: _

                    F5=Issue F10=End      F19=P/A List F21=Put Away F23=Unit
F2=Header F4=Sp Chrg F9=Labor F11=O/S Chrg F20=Scrp Qty F22=Tot Qty  F24=Descrp
```

Receipt Entry Change Screen

```
                              RECEIPT ENTRY                          CHANGE

Co: 01   Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                        Rev Level:            Eff Date:  4/27/10
 Total Pct: 100.000        Parent Pct: 100.000        Co-Products Pct:

  Item                        Balance     Rcpt Qty   Cost %        Ext Cost Ex
1 P24X12                     1000.000       20.000  100.000           74.04  Y
2 P12X12                     1000.000       20.000                           N

                                                                        Last
 Sel: 1
 Rcpt Qty: _ ... 20.000 .   Cost %:     100.000       Scrap Qty: ..... 2.000 .
 Rcmd Qty:       20.000     Qty/Parent:      1.00000  Exp Scrap: Y  (Y,N)

                                                                F12=Return
```

The Receipt Entry Screenis screen appears after you press F6=RECEIPT from the Work Order Receipt Header Screen (p. 11-15). You can also access this screen from several other screens within this option.This screen displays the information associated with this work order for this receipt. Use this screen to select an item for which you wish to review the recommended quantity to issue for this receipt, or to override the recommended amount. You also may use the function keys on this screen to

put-away items back into inventory, print a Put-Away List, and review or override special charges, item information for issues, labor costs, and outside service charges.

NOTE: Decimal quantities may be allowed on this screen depending on your response in the *Allow Decimal Qty* field in Bill of Material Maintenance (MENU WOFILE).

The Receipt Entry Change Screen appears after selecting an item and pressing ENTER from the Receipt Entry Screen. Use this screen to review recommended receipt information for this receipt, or to override the recommendations.

You will be prevented from entering an over-receipt for a manufactured parent item, unless the bill of material for the item allows over-receipts. If the *Allow Overreceipt* field is set to Y through Bill of Material Maintenance (MENU OBFILE), you will be able to over-receive within the allowable variance specified for the specific parent item through Bill of Material Maintenance (MENU OBFILE). However, if your entry exceeds the allowable variance, you will not be able to continue processing the receipt.

Receipt Entry Screen and Receipt Entry Change Screen Fields and Function Keys

Field/Function Key	Description
	The top of this screen displays the • company associated with this receipt group. • number of the work order being processed. • finished goods warehouse that will be receiving this work order. • number of the parent item for this work order. • revision level, if applicable, associated with the parent item. • effective date, if applicable, associated with the parent item. • total cost percentage of the work order. • total cost percentage of the work order assigned to the parent item. • total cost percentage of the work order assigned to the co-product.
(Reference Number)	This field displays the reference number of the items for this work order. Key this number in the *Sel* field and press ENTER to review the recommended quantity to issue of this item for this receipt, or to override the recommended quantity. Display
Item/Description	This field displays the item numbers associated with the work order and optionally the description of the items, as determined with the F24 function key. Display

Receipt Entry Screen and Receipt Entry Change Screen Fields and Function Keys

Field/Function Key	Description
Balance/Tot Qty/Rcd to Date	This field displays the balance of the item to be received, the total quantity of the item to be received, and the quantity of the item received to date, as toggled with the F22 function key. Display
Rcpt Qty/Scrp Qty	This field displays the receipt quantity to date or the scrap quantity of the item, as toggled with the F20 function key. Display
Cost %	This field displays the total cost percentage of the work order assigned to this item. Display
Ext Cost / Unit Cost	This field displays the extended cost of the item or the unit cost of the item, as toggled with the F23 function key. Extended cost is based on the percentage of the total work order receipt. Unit cost is calculated by dividing the total by the quantity being received. Display
Ex	This field indicates with Y (Yes) or N (No) whether or not there are any expenses assigned to this item for this work order. Display
Sel	**Receipt Entry Screen** Use this field to select an item displayed on this screen for which you want to review recommended quantities to issue, or override the recommended quantity. Key the reference number corresponding to the item you wish to select and press ENTER. **Receipt Entry Change Screen** This field displays the reference number associated with the item that you selected on the Receipt Entry Screen (p. 11-30) for which you are reviewing or maintaining receipt information. (N 2,0) Optional / Display

Receipt Entry Screen and Receipt Entry Change Screen Fields and Function Keys

Field/Function Key	Description
Rcpt Qty	This field only displays on the Receipt Entry Change Screen. This field displays the recommended quantity of this item to issue for this receipt. You may use this field to either review the recommended quantity for this receipt or to override the recommended quantity. NOTE: If you override the recommended quantity, this will assign the new quantity you keyed to this receipt only. Future receipts for this same work order will default to the recommended quantity unless you manually override this field each time you enter a receipt. Key the new quantity for the item for this receipt or accept the recommended quantity. (N 12,3) Optional
Rcmd Qty	This field only displays on the Receipt Entry Change Screen. This field displays the recommended quantity of this item to issue for this receipt. Display
Cost %	This field only displays on the Receipt Entry Change Screen. This field displays the total cost percentage of the work order assigned to this item. Key the new percentage for the item for this receipt or accept the recommended percentage. You may select to apply cost based on either this field or the *Overd Code* and *Overd Amt* fields. Use this field to enter the percentage of the total cost of the work order that you wish to assign to this item. Key the appropriate percentage you wish to assign to this item only, based on the total cost of the work order. This field must be left blank if you instead wish to use the *Overd Code* field and the *Overd Amt* field on this screen. (N 7,3) Optional/Blank
Qty/Parent	This field only displays on the Receipt Entry Change Screen. This field displays the quantity per parent. This is the quantity of this item that is made per each parent item. Display
Scrap Qty	This field only displays on the Receipt Entry Change Screen. This field indicates the quantity of this item for this receipt that will be scrapped. Key the appropriate scrap quantity for this receipt. (N 12,3) Optional

Receipt Entry Screen and Receipt Entry Change Screen Fields and Function Keys

Field/Function Key	Description
Exp Scrap	This field only displays on the Receipt Entry Change Screen. This field indicates whether or not the scrap quantity of this item for this receipt will be assigned as an expense. Key Y to assign the scrap quantity for this item as an expense. Key N if you do not want to assign the scrap quantity as an expense. *Default Value:* N (A 1) Required
COO	This field only displays on the Receipt Entry Change Screen. This field displays only if the co-product item is set up to track country of origin, as determined through Item Master Maintenance (MENU IAFILE). The item number will be highlighted if the item tracks country of origin, the receipt quantity is greater than zero, and there is no country of origin specified for the item. Use this field to specify the country of origin of the co-product item. During put-away, the country of origin from the receipt files is used during the creation of the receipts record. NOTE: If country of origin buying restrictions are active, as defined through System Options Maintenance (MENU XAFILE), the system will perform a country of origin check. A country of origin check will also be performed if selling restrictions are active and this work order is for a specific Order Entry customer order (that is, the item was specified as a special order for the work order vendor). *Default Value:* The primary country of origin in the Item Balance File (ITBAL) *Valid Values:* a country defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2) (A 3) Required

Receipt Entry Screen and Receipt Entry Change Screen Fields and Function Keys

Field/Function Key	Description
Overd Code	This field only displays on the Receipt Entry Change Screen. This field appears only if the item you selected in the *Sel* field on the Receipt Entry Screen (p. 11-30) is a co-product. You may select to apply cost to this co-product based on either this field and the *Overd Amt* field (if this field is U or X), or the *Cost %* field. Use this field to enter an override cost percentage code if you rather apply cost based on this code instead of a cost distribution percentage. Key C if you want the current cost (i.e., average, standard, or user, as defined in Order Entry Options Maintenance, MENU XAFILE) assigned to this co-product in the Item Balance File used for this item when it is returned to inventory. If you key C, the *Overd Amt* field must be left blank, since the current cost will be used. Key U if you want the unit cost of the co-product used when it is returned to inventory. If you key U, the *Overd Amt* field must contain the current average cost that you determine. You may select U if you do not have this item in stock and no current average cost exists in the Item Balance File, so you instead determine the cost and input that value in the *Overd Amt* field. Key X if you want the extended cost of the co-product used when it is returned to inventory. If you key X, the *Overd Amt* field must contain the cost that you determine. For example, if you disassemble five computers and each disk drive within each computer costs $100.00, then if you key X in this field it indicates that the value of $100.00 is for all five of the disk drives. This field must be left blank if you instead wish to apply a cost percentage to this co-product in the *Cost %* field. *Valid Values:* C, U, X, or blank (A 1) Optional/Blank
Overd Amt	This field only displays on the Receipt Entry Change Screen. This field appears only if the item you selected in the *Sel* field on the Receipt Entry Screen (p. 11-30) is a co-product. You may select to apply cost to this co-product based on either this field and the *OverdCode* field (if the *OverdCode* field is U or X), or the *Cost %* field. Use this field to enter an actual cost that you wish to apply to this co-product instead of a cost distribution percentage. If the *Overd Code* field is U, key the current average cost that will be used to return this item to inventory. If the *Overd Code* field is X, key the extended cost of the co-product that will be used when it is returned to inventory. This field must be left blank if the *Overd Code* field is C, since the cost will be extracted from the Item Balance File. This field must also be left blank if the *Cost %* field contains a value. (N 15,5) Optional

Receipt Entry Screen and Receipt Entry Change Screen Fields and Function Keys

Field/Function Key	Description
F2=Header	Press this key to display the Work Order Receipt Header Screen (p. 11-15), where you may make changes for this receipt.
F4=Sp Chrg	Press this key to review or override special charges. The Special Charges Screen (p. 11-20) will appear.
F5=Issue	Press this key to review or override any recommended item information for issues (issues represent taking items out of inventory). The Issue Entry Screen (p. 11-24) will appear.
F9=Labor	Press this key to review or override any recommended labor costs. The Labor Charges Screen (p. 11-38) will appear.
F10=End	Press this key to end this receipt. The Work Order Receipt End Screen (p. 11-42) will appear.
F11=O/S Chrg	Press this key to review or override any recommended outside service charges. The Outside Service Charges Screen (p. 11-46) will appear.
F12=Return	On the Receipt Entry Change Screen, press the F12=RETURN function key to return to the Receipt Entry Screen (p. 11-30).
F19=P/A List	This function key appears only if Warehouse Management is installed. Press this key to print the Put-Away List for the work order, if put-always exist for this work order. The quantities of pre-received items, and the locations where the items are to be put when they are received will print on this listing. For details about the Put-Away List, refer to the F5 function key on the PO Selection Screen in Warehouse Management (WMMAIN) of the Warehouse Management manual.
F20=ScrpQty/Rcpt Qty	Press this key to toggle between the scrap quantity and the receipt quantity in the *Scrp Qty/Rcpt Qty* column on this screen.
F21=Put Away	This function key appears only if Warehouse Management is installed. Press this key to receive in (put-away) the parent item and any co-products. For details about the Pre-receive Item Selection Screen, refer to the F5 function key on the PO Selection Screen in Warehouse Management (WMMAIN) of the Warehouse Management User Guide.
F22=Tot Qty/Rec Date/ Balance	Press this key to toggle between the total quantity of this item to be received, the quantity of this item received to date, and the balance of the item to be received in the *Balance/Tot Qty/Rcd to Date* column on this screen.
F23=Unit/Ext	Press this key to toggle between the extended cost and the unit cost in the *Ext Cost/Unit Cost* column on this screen.
F24=Descrp	Press this key to view the description of the item beneath the item number on this screen.

Receipt Entry Screen and Receipt Entry Change Screen Fields and Function Keys

Field/Function Key	Description
Enter	On the Receipt Entry Screen, after entering a reference number in the **Sel** field, press ENTER to confirm your selection. The Receipt Entry Change Screen will appear. On the Receipt Entry Change Screen, press ENTER to confirm your selections. The quantities and receipt information for this item will be assigned to this receipt, and you will be returned to the Receipt Entry Screen.

Labor Charges Screen

```
                                  LABOR CHARGES

Co: 01  Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                       Rev Level:            Eff Date:  4/27/10
                  Tot Time
 Rout Seg  OprCd  hhhh:mm          Total          To Date        This Rcpt  Ex
1    10    SLIT      1:00         487.00                             9.74   N
2    20    CUT       1:30         730.50                            14.61   N
3    23    OASB       :00                                                   N
4    25    BACK       :00                                                   N
5    30    WRAP      2:00        1052.00                            21.04   N
6    40    PACK      1:00         526.00                            10.52   N



                                                                        Last

Sel: _

            F2=Header  F4=Sp Chrg  F5=Issue  F6=Receipt  F10=End  F11=O/S Chrg
```

Labor Charges Change Screen

```
                                  LABOR CHARGES                        CHANGE

Co: 01  Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                       Rev Level:            Eff Date:  4/27/10
                  Tot Time
 Rout Seg  OprCd  hhhh:mm          Total          To Date        This Rcpt  Ex
1    10    SLIT      1:00         487.00                             9.74   N
2    20    CUT       1:30         730.50                            14.61   N
3    23    OASB       :00                                                   N
4    25    BACK       :00                                                   N
5    30    WRAP      2:00        1052.00                            21.04   N
6    40    PACK      1:00         526.00                            10.52   N



                                                                        Last

Sel: 5    This Rcpt: _.......21.04.   Exp: N (Y,N)
          Rcmd Amt:          21.04

                                                                F12=Return
```

The Labor Charges Screen appears after you press F9=LABOR from the Work Order Receipt Header Screen (p. 11-15). You can also access this screen from several other screens within this option. This screen displays the operations and labor information associated with this work order for this receipt. Use this screen to select the labor charges for which you wish to review recommended charges for this receipt, or to override the recommended amount to distribute.

The Labor Charges Change Screen displays appears after selecting a routing sequence and pressing ENTER from the Labor Charges Screen. Use this screen to review calculated labor charge amounts for this receipt, or to override the calculations.

Labor Charges Screen and Labor Charges Changes Screen Fields and Function Keys

Field/Function Key	Description
	The top of this screen displays the • company associated with this receipt group. • number of the work order being processed. • finished goods warehouse that will be receiving this work order. • parent item associated with this work order. • revision level, if applicable, associated with the parent item. • effective date, if applicable, associated with the parent item.
(Reference Number)	This field displays the reference number of the labor associated with the routing sequences for this work order. Key this number in the *Sel* field and press ENTER to review the recommended labor to charge for this receipt, or to override the recommended labor charges. Display
Rout Seq	This field displays the routing sequence for which the labor of this operation was charged to. Display
OprCd	This field displays the operation code associated with the labor. Display
Tot Time	This field displays the total time recorded to finish the corresponding operation and routing sequence. Display
Total	This field displays the total labor cost for the corresponding operation and routing sequence. Display
To Date	This field displays the total labor cost that has been received to date. Display
This Rcpt	This field displays the total recommended labor cost for this receipt. Display
Ex	This field indicates with a Y(es) or N(o) whether or not this operation is assigned as an expense for this receipt. Display

Labor Charges Screen and Labor Charges Changes Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select an operation displayed on this screen for which you want to review recommended labor charges, or override the recommended amount. Key the reference number corresponding to the desired operation, and press ENTER. Optional
This Rcpt	This field only displays on the Labor Charges Change Screen. This field displays the recommended labor charge to issue for this receipt. You may use this field to either review the recommended labor charge for this receipt or to override the recommendation. NOTE: If you override the recommended labor charge, this will assign the new quantity you keyed to this receipt only. Future receipts for this same work order will default to the recommended labor charge unless you manually override this field each time you enter a receipt. Key the new labor charge for this receipt or accept the recommended quantity. (N 13,2) Optional
Rcmd Amt	This field only displays on the Labor Charges Change Screen. This field displays the recommended labor charge to issue for this receipt. Display
Exp	This field only displays on the Labor Charges Change Screen. This field appears after you make a selection and press ENTER on this screen. This field indicates if this labor charge will be assigned as an expense. Key Y to assign the labor charge as an expense. Key N if you do not want to assign the labor charge as an expense. *Default Value:* N (A 1) Required
F2=Header	The F2=HEADER function key only displays on the Labor Charges Screen. Press this key to display the Work Order Receipt Header Screen (p. 11-15), where you may make changes for this receipt.
F4=Sp Chrg	The F4=SP CHRG function key only displays on the Labor Charges Screen. Press this key to review or override special charges. The Special Charges Screen (p. 11-20) will appear.

Labor Charges Screen and Labor Charges Changes Screen Fields and Function Keys

Field/Function Key	Description
F5=Issue	The F5=ISSUE function key only displays on the Labor Charges Screen. Press this key to review or override any recommended item information for issues (issues represent taking items out of inventory). The Issue Entry Screen (p. 11-24) will appear.
F6=Receipt	The F6=RECEIPT function key only displays on the Labor Charges Screen. Press this key to review or override any recommended item information for receipts (receipts represent a finished item that is being returned to stock). The Receipt Entry Screen (p. 11-30) will appear.
F10=End	The F10=END function key only displays on the Labor Charges Screen. Press this key to end this receipt. The Work Order Receipt End Screen (p. 11-42) will appear.
F11=O/S Chrg	The F11=O/S CHRG function key only displays on the Labor Charges Screen. Press this key to review or override any recommended outside service charges. The Outside Service Charges Screen (p. 11-46) will appear.
F12=Return	The F12=RETURN function key only displays on the Labor Charges Change Screen. Press this key to return to the list without saving your entries in the *This Rcpt*, *Rcmd Amount*, and *Exp* fields.
Enter	After entering a reference number in the *Sel* field, press this key to confirm your selection. The *This Rcpt*, *Rcpt Amount*, and *Exp* fields will appear in the lower portion of the screen. If you entered values in these fields, press this key to confirm your entries.

Work Order Receipt End Screen

```
                              WORK ORDER RECEIPT END
Co:  1 W/O: W0007 FG WH: 1
Parent Item: P24X12                        Status:   PENDING - Partially Closed
   Qty Rcvd:      20.000  SHT              Scrap:            2.000  SHT
   Unit Cst:           3.70200  SHT       Cur Avg Cst:           .07550  SHT

Cost Variables:     This Receipt     Remaining Bal
   Components:               .33              15.34
   Labor:                  55.91            2739.59
   O/S Charges:              .00               .00
   Spl Charges:             3.30            146.70
   Overhead:               21.90            986.41
   Total Cost:             81.44           3888.04

Cost Distribution:
   Distributed:            74.04
   Expensed:                7.40
   Remaining:                .00           3888.04



F2=Header    F5=Issue    F9=Labor      F14=Lot/Ser
F4=Sp Chrg   F6=Receipt  F11=O/S Chrg                                F24=Delete
```

This screen appears after you press F10=END from a variety of screens throughout this menu option. Use this screen to review receipt entry information for the work order being processed. You also may, if desired, use the function keys to display previous receipt entry screens where you can change the receipt entry information for this receipt.

NOTE: Cost information on this screen should be reviewed carefully BEFORE posting your receipt. The values displayed on this screen are used in the calculation of the average cost of the parent and co-product item that will be recalculated in inventory posting.

The top of this screen displays the

- company you entered for this receipt group.
- number of the work order being processed.
- finished goods warehouse that will be receiving this work order.
- item number of the parent item for this work order.
- receipt quantity and unit of measure for the number of parents being received into inventory.
- unit cost is the parent's actual average cost for this receipt, based on the cost variables of the work order for a quantity of one. It uses the total cost calculated from the cost variables (i.e., special charges, outside service charges, overhead expenses, component cost and labor) and divides by the quantity received for this work order.

Example: Unit Cost

Assume the parent item on the work order is A100 (one parent item per work order) and you receive into inventory 20 of item A100. The cost displayed in this field is the unit cost for one of the 20 A100 items.

- current status of the work order being processed, either PENDING (an open work order with no receipts or only partial receipts posted) or CLOSED (a closed work order with all receipts posted and all costs resolved).
- quantity and unit of measure of the parent item (from received quantity) being scrapped.
- parent's current average cost, as defined in the Item Balance File.

All the fields on this screen are display only and cannot be changed.

NOTE: If the **Costing Method** field in Inventory Accounting System Options (MENU XAFILE) contains a value, the work order cost layers will be totaled for the component item and the component issue quantity will be compared to the selected work order cost layer quantity. If the values are different, a message will display on this screen stating "Cost Layers are not complete. (F6, F5)". F6=RECEIPT will allow you to review or override any recommended item information for receipts, and F5=ISSUE will allow you to review or override any recommended component item information for issues.

Work Order Receipt End Screen Fields and Function Keys

Field/Function Key	Description
Components	This field displays the total component cost for this receipt in the *This Receipt* column and the total remaining component balance for this work order in the *Remaining Bal* column. Component detail information can be viewed by pressing F5.
Labor	This field displays the total labor cost for this receipt in the *This Receipt* column and the total remaining labor cost for this work order in the *Remaining Bal* column. Labor detail information can be viewed by pressing F9.
O/S Charges	This field displays the total outside service charges for this receipt in the *This Receipt* column and the total remaining outside service charges for this work order in the *Remaining Bal* column. Outside service charge detail can be viewed by pressing F11.

Work Order Receipt End Screen Fields and Function Keys

Field/Function Key	Description
Spl Charges	This field displays the total special charges for this receipt in the *This Receipt* column and the total remaining special charge balance for this work order in the *Remaining Bal* column. Special charge detail can be viewed by pressing F4.
Overhead	This field displays the total overhead cost for this receipt in the *This Receipt* column, based on the work center *Overhead Code* field and *Overhead Rate or %* field in Work Center Maintenance (MENU WOFILE) and labor cost to be used in Work Order Options Maintenance (MENU WOFILE). This field displays the total remaining overhead balance for this work order in the *Remaining Bal* column.
Total Cost	This field displays the total cost for this receipt in the *This Receipt* column and the total remaining cost of this work order in the *Remaining Bal* column. The total cost values are the total of the cost valuables columns and represent the cost of production for this work order.
Distributed	This field displays the total cost of this work order minus any assigned expenses. These values may include material expenses, scrap value expenses, components, labor, special charges, or overhead.
Expensed	This field displays the total amount of all expense values assigned to this work order. You have the option to exclude the value of special charges in the average cost of the parent and co-product. The values will therefore be expensed to general ledger. NOTE: When no parents/co-products are being received, this field will display in high intensity for information purposes only since they are being scrapped/expensed, but ALL the issues/charges are not flagged as **Expensed** = Y. (If all issues/charges are maintained to set them to **Expensed** = Y, then the value will no longer be displayed in high intensity).
Remaining	This field displays the total remaining balance for this work order in the **Remaining Bal** column. If a balance exists in the **This Receipt** column for this field, an error exists in your cost distribution assignment and you will not be able to post through Receipt Post (MENU WOMAIN).
F2=Header	Press this key to display the Work Order Receipt Header Screen (p. 11-15), where you may make changes for this receipt.
F4=Sp Chrg	Press this key to review or override special charges. The Special Charges Screen (p. 11-20) will appear.
F5=Issue	Press this key to review or override any recommended component item information for issues (issues represent taking items out of inventory). The Issue Entry Screen (p. 11-24) will appear.

Work Order Receipt End Screen Fields and Function Keys

Field/Function Key	Description
F6=Receipt	Press this key to review or override any recommended item information for receipts (receipts represent a finished item that is being returned to stock). The Receipt Entry Screen (p. 11-30) will appear.
F9=Labor	Press this key to review or override any recommended labor costs. The Labor Charges Screen (p. 11-38) will appear.
F11=O/S Chrg	Press this key to review or override any recommended outside service charges. The Outside Service Charges Screen (p. 11-46) will appear.
F14=Lot/Ser	This function key appears only if the *Lt/Srl Tracking Level* field in Bill of Material Maintenance (MENU WOFILE) is set to P. Press this key to assign or unassign lot/serial assignments to the lot/serial parent item being processed for this receipt. The Lot/Serial Parent Selection Screen (p. 11-67) will appear.
F15=Allow Insufficient Qty	This function key appears only if there is insufficient component quantity and you are authorized, through Application Action Authority Maintenance (MENU XASCTY), to override the Insufficient Component Quantities Exists message which indicates that the reported issue/depletion quantity for one or more items will not satisfy the completion of the number of parents being received. For example, this message might appear: • if you have unconfirmed items on the issue screen. • because the scrapped amount is part of the issue amount. If you need 5 of one component and you issued 5 but scrap 3, only 2 are available to be used for the parent. Therefore you will have insufficient quantities. • if there are backordered quantities from Work Order Maintenance. If you have authority and the variance is within the percent specified in the *Component Issue Allowable Variance* field in Work Order Options Maintenance (MENU WOFILE), press this key to override the insufficient quantity message. You will be prompted to press F15 a second time to confirm the override.
F24=Delete	Press this key to delete the work order from the receipt group. You will be prompted to press this key again to confirm deletion.
Enter	Press this key to exit this screen. The Enter/Change WO Receipts Screen (p. 11-11) will appear.

Outside Service Charges Screen

```
                         OUTSIDE SERVICE CHARGES

Co: 01  Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                       Rev Level:            Eff Date:  4/27/10

    Rout Seg  PO      Vendor Name                            Opr Cde   Lst Rcpt
 1      25    M00001  WOVEN  WORK ORDER PROCESSING VENDOR      BACK

                                                                      Last

    Sel: _

              F2=Header  F4=Sp Chrg  F5=Issue  F6=Receipt  F9=Labor  F10=End
```

This screen appears after you press F11=O/S CHARGE from the several screens in this option. This screen displays outside service information associated with the work order for this receipt. Use this screen to select the purchase order for which you wish to review recommended outside service charges or, if desired, override the recommended charges.

NOTE: You may access this screen from several other screens within this option.

The top portion of this screen displays the

- company associated with this receipt group.
- number of the work order being processed.
- finished goods warehouse that will be receiving this work order.
- parent item associated with this work order.
- revision level, if applicable, associated with the parent item.
- effective date, if applicable, associated with the parent item.

Outside Service Charges Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number associated with the routing sequences for this work order and vendor. Key this number in the *Sel* field and press ENTER to review recommended outside service charges for this receipt, or to override the recommended charges. Display

Outside Service Charges Screen Fields and Function Keys

Field/Function Key	Description
Rout Seq	This field displays the routing sequence for which the outside service labor of this operation was charged. Display
PO	This field displays the purchase order number, if any, associated with this outside service operation. Display
Vendor	This field displays the assigned vendor for this outside service operation. Display
Name	This field displays the name of the outside service vendor. Display
Opr Cde	This field displays the operation code for this outside service.
Lst Rcpt	This field displays the date of the last receipt for this outside service. Display
Sel	Use this field to select a purchase order for which you want to review recommended outside service charges, or override the recommended charges. Key the reference number corresponding to the desired vendor and press ENTER. (N 2,0) Optional
F2=Header	Press this key to display the Work Order Receipt Header Screen (p. 11-15), where you may make changes for this receipt.
F4=Sp Chrg	Press this key to review or override special charges. The Special Charges Screen (p. 11-20) will appear.
F5=Issue	Press this key to review or override any recommended item information for issues (issues represent taking items out of inventory). The Issue Entry Screen (p. 11-24) will appear.
F6=Receipt	Press this key to review or override any recommended item information for receipts (receipts represent a finished item that is being returned to stock). The Receipt Entry Screen (p. 11-30) will appear.
F9=Labor	Press this key to review or override any recommended labor costs. The Labor Charges Screen (p. 11-38) will appear.
F10=End	Press this key to end this receipt. The Work Order Receipt End Screen (p. 11-42) will appear.

Outside Service Charges Screen Fields and Function Keys

Field/Function Key	Description
Enter	After entering a reference number in the *Sel* field, press to confirm your selection. The Outside Service Charges Screen (p. 11-46) will appear, where you may review or override recommended charges.

Outside Service Charges Detail Screen

```
                    OUTSIDE SERVICE CHARGES DETAIL

Co: 01  Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                       Rev Level:            Eff Date:  4/27/10
                                       PO:          M00001   Rout Seq: 0025
  Description                  Rpt Date            Total        This Rcpt   Ex
1  P24X12                                          100.00                    N

                                                                        Last

Sel: _

                                                  F22=To Date  F12=Return
```

Outside Service Charges Detail Change Screen

```
                    OUTSIDE SERVICE CHARGES DETAIL            CHANGE

Co: 01  Work Order: W0007  FG WH: 1    Parent Item: P24X12
                                       Rev Level:            Eff Date:  4/27/10
                                       PO:          M00001   Rout Seq: 0025
  Description                  Rpt Date            Total        This Rcpt   Ex
1  P24X12                                          100.00                    N

                                                                        Last

Sel: 1    This Rcpt: _..........00.   Exp: N (Y,N)
          Rcmd Amt:            .00

                                                                F12=Return
```

The Outside Service Charges Detail Screen displays after pressing ENTER from the Outside Service Charges Screen (p. 11-46). Use this screen to select an item for which you wish to review or override the recommended outside service labor charges for this receipt. The purchase order number and routing sequence for the outside service for the work order being processed displays at the top of the screen.

The Outside Service Charges Detail Change Screen appears after you press ENTER on the Outside Service Charges Detail Screen. Use this screen to review or override the recommended outside service charges for this receipt for the item you selected.

Outside Service Charges Detail Screen and Outside Service Charges Detail Change Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the item associated with this outside service for this work order. Key this number in the *Sel* field and press ENTER to either review or override the recommended outside service labor charge for this receipt. Display
Description	This field displays the item number and description for which outside services were performed. Display
Rpt Date	This field displays the date that this item was received back into inventory. Display
Total/To Date	This field toggles between the total quantity of the item for this outside service and the total quantity that has been received to date, with the use of the F22 function key. Display
This Rcpt	This field displays the total quantity to receive of the item for this receipt. Display
Ex	This field indicates with a Y(es) or N(o) whether or not this outside service is designated as an expense for this receipt. Display
Sel	Use this field to select an item on this screen for which you want to review or override the recommended outside service labor. Key the reference number corresponding to the desired item and press ENTER. (N 2,0) Optional

Outside Service Charges Detail Screen and Outside Service Charges Detail Change Screen Fields and Function Keys

Field/Function Key	Description
This Rcpt	This field displays the recommended labor charge to issue for this receipt for the item you selected. You may use this field to either review the recommended outside service charge for this receipt or to override the recommendation. NOTE: If you override the recommended outside service charge for this item, this will assign the new charge you key to this receipt only. Future receipts for this same work order will default to the recommended labor charge unless you manually override this field each time you enter a receipt. Key the new labor charge of the item for this receipt or accept the recommended quantity. (N 13,2) Optional
Rcmd Amt	This field displays the recommended outside service charge for this item to issue for this receipt. Display
Exp	This field indicates whether or not this outside service labor charge is to be designated as an expense for this receipt. Key Y to assign the outside service labor charge as an expense. Key N if you do not want to assign the outside service labor charge as an expense. *Default Value:* N (A 1) Required
F12=Return	On the Outside Service Charges Detail Screen, press the F12=RETURN function key to display the Outside Service Charges Screen. On the Outside Service Charges Detail Change Screen, press the F12=RETURN function key to display the Outside Service Charges Detail Screen.
F22=Total/To Date	Press this key to toggle between the total quantity of the item and the total quantity received to date of the item in the *Total/To Date* column.
Enter	On the Outside Service Charges Detail Screen, after keying a reference number in the **Sel** field, press to confirm your selection. The Outside Service Charges Detail Change Screen will appear, where you may review or override the recommended outside service labor charge of this item for this receipt. On the Outside Service Charges Detail Change Screen, press ENTER to confirm you selections. The outside service labor charges for this receipt will be assigned to this receipt and you will be returned to the Outside Service Charges Detail Screen.

Cost Layer Selection - Select Screen

```
                        COST LAYER SELECTION - SELECT

Cost U/M:  SQF
Item: P100                          Warehouse: 1  Hartford, CT
      White Bond 36" x 6000 yd roll

                        Trn      Trans Qty      Avail Qty         Unit Cost
Sl   Date     Time   Tr U/M    In Cost U/M    In Cost U/M       In Cost U/M
 1 04/17/13 19:07:26 R  RL      54,000.000     53,999.000            .79645
 2 04/17/13 18:48:04 R  RL      54,000.000     54,000.000            .07846
 3 08/06/08 13:43:22 R  RL   2,700,000.000  2,700,000.000            .00746
 4 08/06/08 13:41:07 R  RL     270,000.000    270,000.000            .00746




                                                                     Last

Sel: _ . Qty: .............  SQF                              1.000  SQF Entered
                                                                .000  SQF To Go
F4=Used Qty        F8=Entered
F6=Layer Detail    F10=Continue                                      F12=Return
```

This screen appears after you press F13=COST LAYER from the Issue Entry Change Screen (p. 11-24).

This screen displays all the current cost layers, and allows you to review or select cost layer(s) for this component. You can also press F6=LAYER DETAIL to display additional information about a cost layer shown on this screen, or F8=ENTERED to display the layers you have selected from this screen.

NOTE: The values entered on this screen are in the pricing/cost unit of measure for the item. If the transaction quantity entered on the Issue Entry Change Screen (p. 11-24) is not in the costing unit of measure, it will be converted to be displayed that way at the bottom of this screen.

Cost Layer Selection - Select Screen Fields and Function Keys

Field/Function Key	Description
Cost U/M	This field displays the pricing unit of measure from the Item Master File (ITMST). Display
Item	This field displays the item number and item description associated with the cost layers. Display
Warehouse	This field displays the warehouse number and name associated with the cost layers. Display

Cost Layer Selection - Select Screen Fields and Function Keys

Field/Function Key	Description
Sl	This field displays the line number of a cost layer. Key this number in the **Sel** field on the bottom portion of this screen to select layer(s) for the transaction. Display
Date	This field displays the date of the cost layer. Display
Time	This field displays the time of the cost layer. Display
Tr	This field displays the transaction type of the cost layer.

SUMMARY OF INVENTORY TRANSACTION TYPES

Trans Code	Transaction Description	From WH	To WH	Qty	Cost
A	Quantity Adjustment	Y	N	Y (+,-)	N
C	Cost Adjustment	Y	N	Y (+)	Y (+)
F	User Cost Maintenance	Y	N	N	Y (+)
G	Average Cost Maintenance	Y	N	N	Y (+)
I	Quantity Issue	Y	N	Y (+,-)	Y (-)
L	Last Cost Maintenance	Y	N	N	Y (+)
M	Quantity Move or Convert Down	Y	N	Y (+)	N
O	Quantity on Order (Purchasing)	Y	N	Y (+,-)	N
P	Physical Inventory Adjustments	Y	N	Y (+,-)	Y (+,-)
R	Inventory Receipt	Y	N	Y (+,-)	Y (+)
S	Standard Cost Maintenance	Y	N	N	Y (+)
T	Warehouse Transfer	Y	Y	Y (+)	N
U	Quantity Move Up	Y	N	Y (+)	N
Y	Inventory Recount	Y	N	Y (+)	N
Z	Sales - created from Day End	Y	N	Y (+,-)	Y (+,-)

Display

Trn U/M	The transaction stocking unit of measure of the cost layer. Display

Cost Layer Selection - Select Screen Fields and Function Keys

Field/Function Key	Description
Trans Qty in Cost U/M / Used Qty in Cost U/M / Rsrv Qty in Cost U/M	This field toggles (using the F4=USED QTY/F4=RSRV QTY/F4=TRANS QTY function key) to display the: • quantity shown in the cost unit of measure for the transaction quantity of the cost layer • how much of the layer quantity has been used • how much of the layer has been reserved for pending IA adjustment transactions Display
Avail Qty in Cost U/M	This field displays the available quantity in the cost unit of measure, calculated as: Transaction Quantity, less the Used Quantity, less the Reserved Quantity = Available Quantity. Display
Unit Cost in Cost U/M	This column displays only if you are authorized to view cost and profit, as determined through Application Authority Maintenance (MENU XASCTY). This field displays the unit cost of the cost layer in the pricing cost unit of measure. Display
Sel	Use this field to select the line of a cost layer. Key the line number shown in the **Sl** column of the layer you want to select. Note that the **Qty** field must also contain a value. (N 2,0) Optional
Qty / U/M	Key a quantity to be reserved of the cost layer that does not exceed what is available for the cost layer and that does not exceed the **To Go** quantity (shown to the right of this field). The pricing cost unit of measure for the item displays to the right of this value. *Valid Values:* the quantity must be greater than zero; not greater than the **To Go** quantity; not greater than the available quantity of the cost layer. (N 11,3) Optional
Entered / U/M	This field displays the total quantity that has been entered for cost layers for this transaction, in the pricing unit of measure for the item. Display

Cost Layer Selection - Select Screen Fields and Function Keys

Field/Function Key	Description
To Go / U/M	This field displays the total quantity remaining that must be keyed in order for the cost layers to match what was entered for the transaction quantity (that was converted to the cost unit of measure quantity). The pricing unit of measure for the item appears following this value. Display
F4=Used Qty / F4=Rsrv Qty / F4=Trans Qty	The F4=USED QTY/F4=RSRV QTY/F4=TRANS QTY function key serves as a 3-way toggle to display the: • quantity shown in the cost unit of measure for the transaction quantity of the cost layer • how much of the layer quantity has been used • how much of the layer has been reserved for pending IA adjustment transactions
F6=Layer Detail	After entering a line number of a layer in the **Sel** field, press F6=LAYER DETAIL to display additional information about the selected cost layer. The Cost Layer Detail Screen (p. 11-57) will appear.
F8=Entered	Press F8=ENTERED to display the layers you have selected from this screen. The Cost Layer Selection - Selected Screen (p. 11-60) will appear.
F10=Continued	Press F10=CONTINUED to accept your selections and continue to the next transaction. The cost from the selected work order cost layers will be updated into the component record and the Issue Entry Screen (p. 11-24) will appear.
F12=Return	Press F12=RETURN to return to the previous screen without making a selection on this screen.

Cost Layer Detail Screen

```
                              COST LAYER DETAIL

Cost:                    .79645
Cost U/M:  SQF
Item:      P100                          Date:  4/17/13  Time: 19:07:26
           White Bond 36" x 6000 yd roll
Warehouse: 1  Hartford, CT                               Type: R   U/M: RL

Source Type:   02
Source String: BL/IA Inventory Receipt

                                                                F12=Return
```

This screen appears after you select a cost layer and press F6=LAYER DETAIL from the Cost Layer Selection - Select Screen (p. 11-53) or Cost Layer Selection - Selected Screen (p. 11-60).

Use this screen to review additional information about the cost layer you selected.

All fields on this screen are display only and cannot be changed.

Cost Layer Detail Screen Fields and Function Keys

Field/Function Key	Description
Cost	This field displays the unit cost of the cost layer in the costing unit of measure.
Cost U/M	This field displays the cost/pricing unit of measure from the Item Master File (ITMST).
Item	This field displays the item number of the cost layer; the item description displays below the item number.
Date	This field displays the date the cost layer transaction was created.
Time	This field displays the time the cost layer transaction was created.
Warehouse	This field displays the warehouse number and name for this cost layer transaction.

Cost Layer Detail Screen Fields and Function Keys

Field/Function Key	Description
Type	This field displays the transaction type of the cost layer.

SUMMARY OF INVENTORY TRANSACTION TYPES

Trans Code	Transaction Description	From WH	To WH	Qty	Cost
A	Quantity Adjustment	Y	N	Y (+,-)	N
C	Cost Adjustment	Y	N	Y (+)	Y (+)
F	User Cost Maintenance	Y	N	N	Y (+)
G	Average Cost Maintenance	Y	N	N	Y (+)
I	Quantity Issue	Y	N	Y (+,-)	Y (-)
L	Last Cost Maintenance	Y	N	N	Y (+)
M	Quantity Move or Convert Down	Y	N	Y (+)	N
O	Quantity on Order (Purchasing)	Y	N	Y (+,-)	N
P	Physical Inventory Adjustments	Y	N	Y (+,-)	Y (+,-)
R	Inventory Receipt	Y	N	Y (+,-)	Y (+)
S	Standard Cost Maintenance	Y	N	N	Y (+)
T	Warehouse Transfer	Y	Y	Y (+)	N
U	Quantity Move Up	Y	N	Y (+)	N
Y	Inventory Recount	Y	N	Y (+)	N
Z	Sales - created from Day End	Y	N	Y (+,-)	Y (+,-)

U/M	This field displays the transaction unit of measure of the cost layer.

Cost Layer Detail Screen Fields and Function Keys

Field/Function Key	Description
Source Type	This field displays the type of source that created the cost layer. Source Type Cross Reference: 01 = Program IA602, ‘R’ transaction, Receipt Group 02 = Program IA602, ‘R’ transaction, IA Group 03 = Program IA602, ‘R’ transaction, Warehouse Transfer 04 = Program IA602, ‘R’ transaction, Immediate Resale 05 = Program IA602, ‘A’ transaction, IA Group 06 = Program IA602, ‘I’ transaction, IA Group 07 = Program IA602, ‘P’ transaction, Physical Inventory (WM/IA) 08 = Program IA602, ‘T’ transaction, IA Group 09 = Program IA602, ‘Y’ transaction, IA Group (Sync Item) 10 = Program IA665A, Sync Item 11 = Program CHKWMBAL, Sync Item 12 = Program OB600, ‘R’ transaction, Build on the fly kit 77 = Program XACSTLAY, Layer being reworked by a LIFO Sync request
Source String	This field displays additional information for the type of source that created the cost layer, as shown in the **Source Type** field. For example, Quantity Issue would generate a source string of 'XX/IA Inventory Issue', where XX is the group ID. Quantity Adjustment would generate a source string of 'XX/IA Inventory Adjust', where XX is the group ID.
F12=Return	Press F12=RETURN to return to the previous screen.

Cost Layer Selection - Selected Screen

```
                        COST LAYER SELECTIONS - SELECTED

Cost U/M:  SQF
Item: P100                          Warehouse: 1  Hartford, CT
      White Bond 36" x 6000 yd roll

                         Trn       Rsrv Qty    Entered Qty         Unit Cost
Sl   Date     Time   Tr U/M    In Cost U/M    In Cost U/M       In Cost U/M
 1 04/17/13 19:07:26 R  RL           1.000          1.000            .79645

                                                                      Last

Sel: _ . Qty: .............  SQF                              1.000  SQF Entered
                                                                .000  SQF To Go
F4=Trans Qty       F8=Select
F6=Layer Detail                                                     F24=Delete
```

This screen appears after you press F8=ENTERED from the Cost Layer Selection - Select Screen (p. 11-53).

This screen displays the layers you have selected from the Cost Layer Selection - Select Screen (p. 11-53). Use this screen to change or delete the selected cost layers for this component. These layers will be adjusted when the group is posted.

NOTE: The values entered on this screen are in the price cost unit of measure for the item. If the transaction quantity entered on the Issue Entry Change Screen (p. 11-24) is not in the price cost unit of measure, it will be converted to be displayed that way at the bottom of this screen.

Cost Layer Selection - Selected Screen Fields and Function Keys

Field/Function Key	Description
Cost U/M	This field displays the cost pricing unit of measure from the Item Master File (**ITMST**). Display
Item	This field displays the item number being adjusted; the item description displays below the item number. Display
Warehouse	This field displays the warehouse number and name for this cost layer transaction. Display

Cost Layer Selection - Selected Screen Fields and Function Keys

Field/Function Key	Description
Sl	This field displays the line number of a layer. Key this number in the **Sel** field on the bottom portion of this screen to select layer(s) for the transaction. Display
Date	This field displays the date of the cost layer. Display
Time	This field displays the time of the cost layer. Display
Tr	This field displays the transaction type of the cost layer.

SUMMARY OF INVENTORY TRANSACTION TYPES

Trans Code	Transaction Description	From WH	To WH	Qty	Cost
A	Quantity Adjustment	Y	N	Y (+,-)	N
C	Cost Adjustment	Y	N	Y (+)	Y (+)
F	User Cost Maintenance	Y	N	N	Y (+)
G	Average Cost Maintenance	Y	N	N	Y (+)
I	Quantity Issue	Y	N	Y (+,-)	Y (-)
L	Last Cost Maintenance	Y	N	N	Y (+)
M	Quantity Move or Convert Down	Y	N	Y (+)	N
O	Quantity on Order (Purchasing)	Y	N	Y (+,-)	N
P	Physical Inventory Adjustments	Y	N	Y (+,-)	Y (+,-)
R	Inventory Receipt	Y	N	Y (+,-)	Y (+)
S	Standard Cost Maintenance	Y	N	N	Y (+)
T	Warehouse Transfer	Y	Y	Y (+)	N
U	Quantity Move Up	Y	N	Y (+)	N
Y	Inventory Recount	Y	N	Y (+)	N
Z	Sales - created from Day End	Y	N	Y (+,-)	Y (+,-)

Display

Trn U/M	This field displays the transaction unit of measure of the cost layer. Display

Cost Layer Selection - Selected Screen Fields and Function Keys

Field/Function Key	Description
Trans Qty in Cost U/M / Used Qty in Cost U/M / Rsrv Qty in Cost U/M	This field toggles using the F4=USED QTY/F4=RSRV QTY/F4=TRANS QTY function key to display the: • quantity shown in the cost unit of measure for the transaction quantity of the cost layer • how much of the layer quantity has been used • how much of the layer has been reserved for pending IA adjustment transactions • how much of the layer is available to be reserved Display
Entered Qty in Cost U/M	This field displays the total quantity of this cost layer that has been reserved for this transaction, in the pricing/cost unit of measure for the item. Display
Unit Cost in Cost U/M	This column displays only if you are authorized to view cost and profit, as determined through Application Authority Maintenance (MENU XASCTY). This field displays the unit cost of the cost layer in the pricing/cost unit of measure. Display
Sel	Use this field in conjunction with the F6=LAYER DETAIL function key or the ENTER key to select the line of a layer. Key the line number shown in the **Sl** column of the layer you want to select and press F6=LAYER DETAIL to access the Cost Layer Detail Screen (p. 11-57). Key the line number shown in the **Sl** column of the layer you want to select and a quantity in the **Qty** field and press ENTER to update this screen. (N 2,0) Optional
Qty / U/M	Key a quantity to be reserved of the cost layer that does not exceed what is available for the cost layer and that does not exceed the **To Go** quantity (shown to the right of this field). The pricing cost unit of measure for the item displays to the right of this value. *Valid Values:* the quantity must be greater than zero; not greater than the To Go quantity; not greater than the available quantity of the cost layer. (N 11,3) Optional
Entered / U/M	This field displays the total quantity that has been entered for cost layers for this transaction, in the pricing cost unit of measure for the item. Display

Cost Layer Selection - Selected Screen Fields and Function Keys

Field/Function Key	Description
To Go / U/M	This field displays the total quantity remaining that must be keyed in order for the cost layers to match what was entered for the transaction quantity (that was converted to the pricing cost unit of measure quantity). The pricing cost unit of measure for the item appears following this value. Display
F4=Used Qty / F4=Rsrv Qty / F4=Avail Qty / F4=Trans Qty	The F4=USED QTY/F4=RSRV QTY/F4=AVAIL QTY/F4=TRANS QTY function key serves as a 4-way toggle to display the: • quantity shown in the cost unit of measure for the transaction quantity of the cost layer • how much of the layer quantity has been used • how much of the layer is available to be reserved • how much of the layer has been reserved for pending IA adjustment transactions
F6=Layer Detail	After entering a line number of a layer in the **Sel** field, press the F6=LAYER DETAIL key to display additional information about the selected cost layer. The Cost Layer Detail Screen (p. 11-57) will appear.
F8=Select	Press F8=SELECT to return to the Cost Layer Selection - Select Screen (p. 11-53), where you can review all the current cost layers, and select additional cost layer(s) for the component, if desired.
F24=Delete	After entering a layer in the **Sel** field, press F24=DELETE to delete the selected/entered cost layer transaction for this component. You will be prompted to press F24=DELETE again to confirm deletion.
Enter	After entering a layer in the **Sel** field and a quantity in the **Qty** field, press ENTER to confirm your entries and update the screen.

Location Reservations Screen

```
                          LOCATION RESERVATIONS
Co: 01  Work Order: W0003  WH: 1   Item: W1010 Overhead Lens Unit

     Rw.Bin.Sh            Reserved       Depleted       Serial No.
 1   30.300.30               1.000          1.000    G73632
 2   30.300.30               1.000          1.000    G73634
 3   30.300.30               1.000          1.000    G73635
 4   30.300.30               1.000          1.000    G73639

 5   30.300.30               1.000          1.000    G73640
 6   30.300.30               1.000          1.000    G73643
 7   30.300.30               1.000          1.000    G73644
 8   30.300.30               1.000          1.000    G73646

 9   30.300.30               1.000          1.000    G73649
10   30.300.30               1.000          1.000    G73651


                                                                  Last
_________________________________________________________________________

Sl        Qty                                              10.000   Ent/d
_.    ........000.                                            .000   To Go

                                                       F12=Return
```

This screen displays after pressing F21=LOC ASGN on the Issue Entry Screen (p. 11-24). The locations assigned to an item in an inventory receipt are provided for review as well as the quantity reserved and depleted. Use this screen to review the quantity reserved of the item in the indicated warehouse location and deplete your reserved inventory. Once all items being issued are depleted from inventory (i.e., the *To Go* field equals zero), you can post receipts through Receipt Post (MENU WOMAIN).

This screen will automatically display prior to the Work Order Receipt End Screen (p. 11-42), if all issues have not been depleted. You may complete the issues or press F12=RETURN from this screen to access the Work Order Receipt End Screen (p. 11-42), which will show the message Component Issues Not Complete. You will not be able to post receipts until all issues have been completed.

This screen displays the

- company number, work order number, and item number and description for which the receipt group was entered.
- warehouse location number where the item has been assigned.
- quantity reserved (commit quantity) of the item in the location. This quantity is the total amount reserved for this item for this work order.
- quantity depleted from this location for this receipt.
- serial/lot number for the item pre-received in the warehouse location.

Location Reservations Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number corresponding to the warehouse location where the item has been assigned. Key this number in the *Sl* field on this screen to override location recommendations. Display
Sl	Use this field to select one of the warehouse locations for which you want to override the recommended quantity for this receipt in this warehouse location. Key the reference number of the warehouse location you wish to select. (N 2,0) Required
Qty	Use this field to override the recommended depletion quantity for this receipt assigned to this warehouse location. This quantity is expressed in the unit of measure in which the item was ordered. Key the quantity of this item for this receipt. (N 10,2) Required
Ent/d	This field displays the total quantity of this item that has been issued for this receipt. It is automatically updated accordingly when you deplete inventory using the *Sl* and *Qty* fields. Display
To Go	This field displays the total quantity of this item that remains to be issued for this receipt. It is automatically updated accordingly when you deplete inventory using the *Sl* and *Qty* fields. NOTE: When this field displays 0 (zero) To Go, indicating that all items being issued are depleted from inventory for this receipt, you can then post receipts through Receipt Post (MENU WOMAIN). Display
F12=Return	Press this key to return to the Issue Entry Screen (p. 11-24) or, if this screen appeared automatically prior to the Work Order Receipt End Screen (p. 11-42), pressing F12 will display the Work Order Receipt End Screen (p. 11-42) instead of the Issue Entry Screen (p. 11-24) because all issues were not depleted,.
Enter	After keying a reference number in the *Sl* field and *Qty* field, press this key twice to confirm your selections. The quantity entered for the selected warehouse location will be displayed in the *Depleted* field and the *Ent/d* and *To Go* fields will be updated accordingly. Once you have depleted inventory for this receipt for all items being issued, press F12 to return to the Issue Entry Screen (p. 11-24).

Lot/Serial Parent Selection Screen

```
                    LOT/SERIAL PARENT SELECTION

Ref Parent/Description          Lot/Serial            Exp Date     Quantity
  1 W1000                       D3773                                 1.000
  2 W1000                       D3774                                 1.000
  3 W1000                       D3775                                 1.000
  4 W1000                       D3776                                 1.000

  5 W1000                       D3777                                 1.000
  6 W1000                       D3778                                 1.000
  7 W1000                       D3779                                 1.000
  8 W1000                       D3780                                 1.000

  9 W1000                       D3781                                 1.000
 10 W1000                       D3782                                 1.000



                                                                    Last

 Sel: _.

                                                          F12=Return
```

This screen appears after you press F14=LOT/SER on the Work Order Receipt End Screen (p. 11-42), if you have lot/serial item assignments for this receipt and if the **Lt/Srl Tracking Level** field in Bill of Material Maintenance (MENU WOFILE) is set to P. This screen also appears following the put-away process if you press F10=END on the Receipt Entry Screen (p. 11-30).

Use this screen to select a parent item on this work order to assign lot/serial components to the parent for this receipt. This will allow you to identify specific lots and component serial number assignments of component items at the component level, enabling you to more easily track those items in the case that specific item identification may be necessary to identify a group of related items.

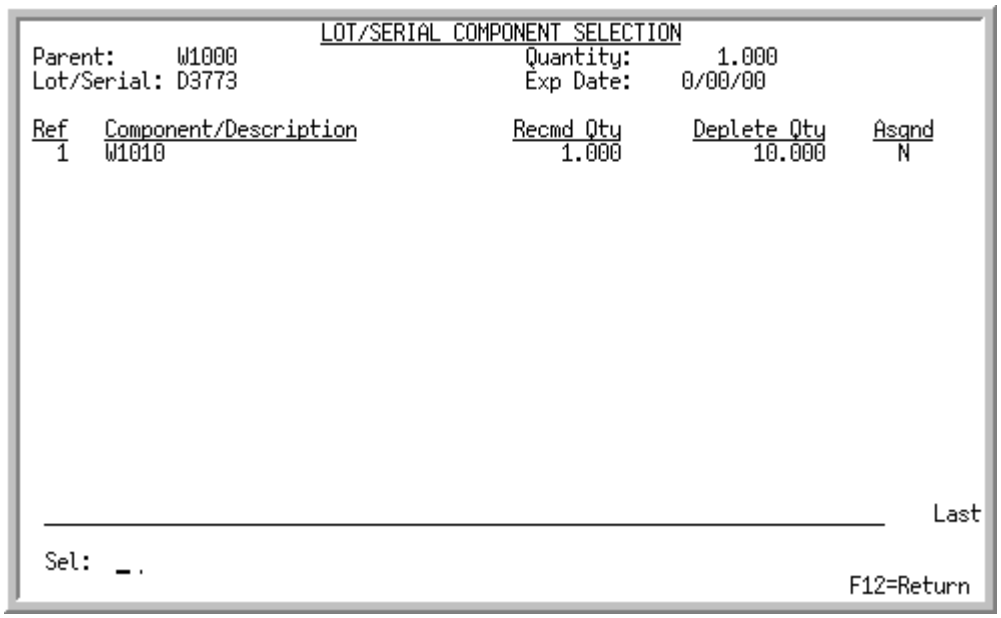
Example:

If the parent item in the **Parent/Description** field is a serial item and you are receiving 5, the 5 serial numbers previously identified in put-away are displayed in the Lot/Serial field. You would then select each line using the **Sel** field, and further identify the lot/serial components used in the production process for this item using the Lot/Serial Component Selection Screen (p. 11-69).

Lot/Serial Parent Selection Screen Fields and Function Keys

Field/Function Key	Description
Ref	This field displays the reference number of each lot or serial parent item displayed on this screen. Key the corresponding number of the parent item you wish to select for component lot or serial assignment for this receipt in the *Sel* field and press ENTER. Display
Parent/Description	This field displays the lot or serial parent item and its description for the work order being processed for this receipt. Display
Lot/Serial	This field displays the lot or serial number of the parent item displayed on this screen. Display
Exp Date	This field displays the expiration date of the lot number assigned to this parent item. The expiration date is the date that this particular lot number becomes invalid for assignment. Display
Quantity	This field displays the quantity of the individual lot or serial parent item displayed on this screen that is to be received. Display
Sel	Use this field to select a lot or serial parent item on this screen for which you want to assign components lot or serial number detail. Key the reference number corresponding to the desired parent item and press ENTER. (N 2,0) Optional
F12=Return	Press this key to return to the Work Order Receipt End Screen (p. 11-42).
Enter	After entering a reference number in the *Sel* field, press this key to confirm your selection. The Lot/Serial Component Selection Screen (p. 11-69) will appear.

Lot/Serial Component Selection Screen



This screen appears after you select a parent lot or serial item and pressing ENTER on the Lot/Serial Parent Selection Screen (p. 11-67). Use this screen to select a lot/serial component item to further link lot/serial component detail to the finished goods parent lot/serial assignments for this receipt. These lot/serial assignments are used to identify the designated items at the component level for specific item and group tracking purposes.

The top of this screen displays the

- parent lot/serial item selected for this receipt.
- lot/serial number of the parent item selected for this receipt.
- quantity of the lot/serial parent selected for this receipt.
- expiration date of the lot number assigned to the parent item selected for this receipt.

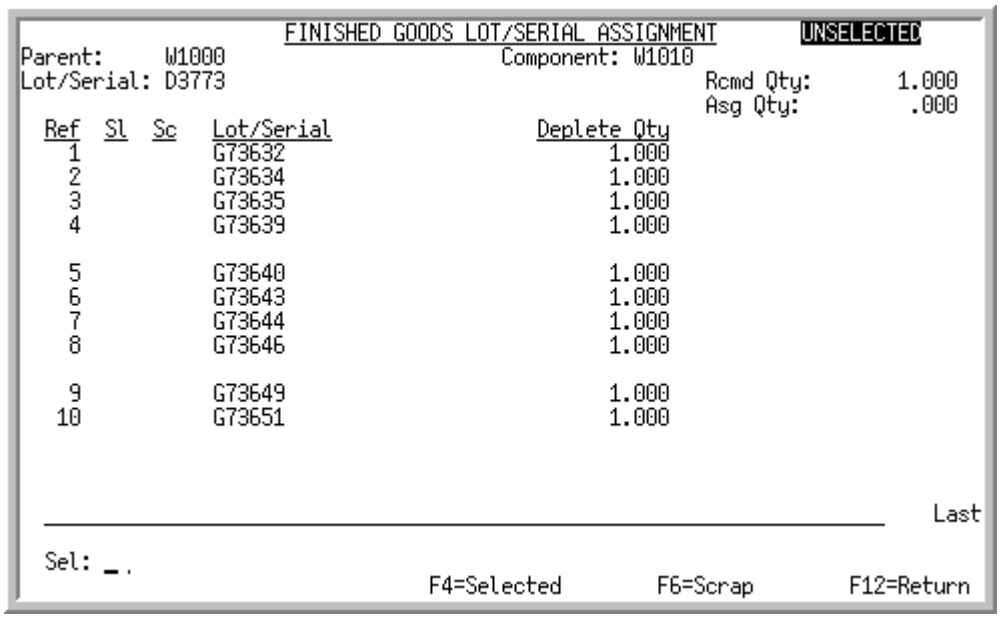
Lot/Serial Component Selection Screen Fields and Function Keys

Field/Function Key	Description
Ref	This field displays the reference number of the lot/serial component item displayed on this screen. Key this number in the *Sel* field and press ENTER to either select or unselect this lot/serial assignment for the lot/serial parent item being processed for this receipt. Display
Component/ Description	This field displays the lot/serial component item number and its description for the lot/serial component item displayed on this screen. Display

Lot/Serial Component Selection Screen Fields and Function Keys

Field/Function Key	Description
Recmd Qty	This field displays the recommended quantity of this item to be assigned to the selected lot/serial parent for this receipt. Display
Deplete Qty	This field displays the quantity of this component that is being depleted from inventory for this receipt. Display
Asgnd	This field displays whether or not lot/serial assignments have been defined for the component item displayed on this screen. If this field is Y, this parent item has been assigned component lot/serial numbers. If this field is N, this parent item has not been assigned component lot/serial numbers. Display
Sel	Use this field to select a lot/serial component item on this screen for which you want to assign or unassign lot/serial designations. Key the reference number corresponding to the desired lot/serial component item you wish to assign or unassign lot/serial designations and press ENTER. (N 2,0) Optional
F12=Return	Press this key to return to the Lot/Serial Parent Selection Screen (p. 11-67).
Enter	After entering a reference number in the *Sel* field, press this key to confirm your selection. The Finished Goods Lot/Serial Assignment Screen (p. 11-71) will appear.

Finished Goods Lot/Serial Assignment Screen



This screen displays after selecting a lot/serial component item and pressing ENTER on the Lot/Serial Component Selection Screen (p. 11-69). Use this screen to assign or unassign lot/serial component item number designations for the selected lot/serial parent item being processed for this receipt. Additionally, you may use this screen to assign specific lot/serial component items as scrap.

The the top portion of this screen displays

- parent lot/serial item being processed for this receipt.
- lot/serial number of the parent item being processed for this receipt.
- lot/serial component item that you selected on the Lot/Serial Component Selection Screen (p. 11-69) to designate lot/serial numbers to an individual parent lot/serial item.
- recommended quantity of lot/serial component item numbers to assign to the selected lot/serial parent item for this receipt.
- current total assigned quantity of lot/serial component item numbers for this receipt.

Finished Goods Lot/Serial Assignment Screen Fields and Function Keys

Field/Function Key	Description
Ref	This field displays the reference number of each lot/serial component item number displayed on this screen. Key this number in the *Sel* field and press ENTER to either select or unselect, depending on your selection of F4, this component lot/serial number to the lot/serial parent item being processed for this receipt. Display

Finished Goods Lot/Serial Assignment Screen Fields and Function Keys

Field/Function Key	Description
Sl	This field indicates whether this lot/serial component item number is assigned to the lot/serial parent item being processed. If this field is S, this lot/serial number is currently selected for the lot/serial parent being processed. If this field is blank, this lot/serial number is currently not selected for the lot/serial parent being processed. Display
Sc	This field indicates whether this lot/serial component item is assigned as scrap. If this field is Y, this item is assigned as scrap. If this field is blank, this item is not assigned as scrap. Display
Lot/Serial	This field displays the component item number's lot/serial numbers reserved for this work order. These individual lot/serial component numbers allow you to assign either lot numbers or serial numbers at the component level to a parent lot/serial item for tracking purposes. Display
Deplete Quantity	This field displays the quantity to be depleted of the lot/serial component item displayed on this screen. Display
Sel	Use this field to select an individual lot/serial component item number on this screen that you want to assign to the selected lot/serial parent item. You also may unassign this number from the selected lot/serial parent item. Additionally, you may use this field to assign or unassign that lot/serial component item as scrap for this receipt. Key the reference number corresponding to the desired lot/serial component item number displayed on this screen and press ENTER to either assign or unassign, depending upon the selection of the F4 function key, that item to the lot/serial parent item being processed. Key the Ref number in this field corresponding to the desired lot/serial component item number displayed on this screen and press F6 to assign that item as scrap for the selected lot/serial parent item being processed. (N 2,0) Optional

Finished Goods Lot/Serial Assignment Screen Fields and Function Keys

Field/Function Key	Description
F4=Selected/ Unselected	Press this key to toggle the screen between the SELECTED mode and UNSELECTED mode. If you are in SELECT mode (SELECT displays in the upper right of this screen), you may select a lot/serial component item number on this screen to assign it to the selected lot/serial parent item being processed for this receipt. If you are in UNSELECT mode (UNSELECT displays in the upper right of this screen), you may select a lot/serial component item number to unassign it from the selected lot/serial parent item being processed for this receipt.
F6=Scrap	After keying the reference number in the *Sel* field of the lot/serial component item number displayed on this screen, press this key to assign that item as scrap for this receipt.
F12=Return	Press this key to return to the Lot/Serial Component Selection Screen (p. 11-69).
Enter	Press to confirm you selections. This screen will be refreshed and the lot/ serial component item number you selected will be either assigned or unassigned to the lot/serial parent item being processed for this receipt.

CHAPTER 12

Editing Receipt Groups

12

From the Value Added Services - Main Menu (MENU WOMAIN), you can optionally use the Receipt Edit option to print the Work Order Receipts Edit List (p. 12-2), once you have performed the following functions:

- created a work order through Maintain Work Orders
- released the work order through Release Work Orders
- recorded activity for the work order through Maintain Work Order Activity
- entered receipts for the work order through Receipt Entry

The Work Order Receipts Edit List (p. 12-2) allows you to validate and verify the receipts before posting them through the Receipt Post option.

Receipt Edit

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
WO Receipt Group Entry Screen	Refer to the WO Receipt Group Entry Screen in Receipt Entry (MENU WOMAIN) for details about the WO Receipt Group Edit Screen that displays when you select this option.
WO Receipt Processing Group Selection Screen	Refer to Receipt Entry (MENU WOMAIN) for details about this screen.
WO Receipt Processing Screen	Refer to Receipt Entry (MENU WOMAIN) for details about this screen.
Work Order Receipts Edit List	Prints a listing of entered receipts and any errors.

Work Order Receipts Edit List

```
WO320   04/26/13   9:16:35                    WORK ORDER RECEIPTS EDIT LIST                BG/APDEMO|          PAGE:    1
                                                      Group: AH
                                                 Order     Rcpt or Issue Qty/   Scrapped Qty/    Remaining     Cost %/   Exp
Type        Item No/Description          U/M      Balance       Extended Cost     Expensed Amt    Balance     Total Cost  Flag
-------------------------------------------------------------------------------------------------------------------------------
Co: 01       Work Order: W0003       Receiving WH: 1        Parent Item: P8.5X11
Parent:     P8.5X11                      SHT        1.000            1.000            .000           .000     100.000 %      N
            White Bond 8 1/2 x 11 Sheets
            ** WM ERROR       Qty Received:        1.000    Qty Assigned:          .000    Qty To Go:         1.000
            ** Locations are not assigned.
Component:  P100                         SQF        1.000            1.000            .000           .000                    N
            White Bond 36" x 6000 yd roll
COST VARIABLE      DISTRIBUTED COST       EXPENSED COST          TOTAL COST        REMAINING BALANCE
Components:                    .00                 .00                  .00                      .00
Special Charges:               .00                 .00                  .00                      .00
O/S Charges:                   .00                 .00                  .00                      .00
Labor Charges:               38.96                 .00                38.96                      .00
Overhead:                    13.84                 .00                13.84                      .00
                          ---------           ---------            ---------                ---------
Totals:                      52.80                 .00                52.80                      .00
```

This edit list prints after pressing ENTER on the Report Options Screen.

This list prints the work order receipts that were entered through Receipt Entry (MENU WOMAIN). The entered receipts are printed in sequence by work order number, and for each work order number, by the item number of the parent item, the co-product (if applicable), and the component item. An error message line will print on this edit list, if any errors exist.

For each item that is received, the following information is printed: For each work order, item receipts are printed. The following work order information is included:

Work Order Receipts Edit List

Report/Listing Fields	Description
Type	This field prints the item type: • Parent Item • Component • Co-product
Item No/Description	This field prints the item number its description.
U/M	This field prints the unit of measure associated with the item.
Order Balance:	This field prints the quantity of the item that has not yet been received or depleted.

Work Order Receipts Edit List

Report/Listing Fields	Description
Rcpt or Issue Qty/Extended Cost:	This field prints the quantity of the item that has been received or depleted on this receipt. The extended cost of the component prints below this field.
Scrapped Qty/Expensed Amt:	This field prints the quantity of the item for this receipt that has been scrapped on this receipt. The expensed amount, if any, for this component prints below this field.
Remaining Balance	This field prints the remaining balance of the order that has not yet been received or depleted. The remaining balance is derived by subtracting the Receipt/Issue Qty from the Order Balance.
Cost %/Total Cost:	This field prints the cost percentage assigned to this particular item (applies to parents and co-products only). For components only, the total cost of the component prints below this field.
Exp Flag:	This field prints a Y or N, indicating if the item for this receipt assigned as an expense.
Co	This field prints the company number associated with this work order.
Work Order	This field prints the work order number for which receipts were entered.
FG WH:	This field prints the finished goods warehouse assigned to this work order.
Parent Item:	This field prints the parent item number associated with this work order.
(Cost Variable Information)	For each work order, the following distributed costs, expensed costs, total costs, and remaining balances are printed for the cost variables associated with the work order: • Components: The following two columns print the input cost and expense associated with the components on the work order. • Special Charges: The following two columns print the input cost and expense associated with the special charges on the work order. • O/S Charges: The following two columns print the input cost and expense associated with the outside service charges on the work order. • Labor Charges: The following two columns print the input cost and expense associated with the labor charges on the work order. • Totals: The following two columns print the total of all input costs and expenses for the cost variables associated with the work order. The total of both input costs and expenses is also included and printed in the *Total Cost* field.

CHAPTER 13 Posting Receipts

13

From the Value Added Services - Main Menu (MENU WOMAIN), use the Receipt Post option to post work order receipts, once you have performed the following functions:

- created a work order through Maintain Work Orders
- released the work order through Release Work Orders
- recorded activity for the work order through Maintain Work Order Activity
- entered receipts for the work order through Receipt Entry
- optionally printed the edit list through Receipt Edit

All work orders that you closed (received complete) through Receipt Entry will be posted to history when you run this option. You may then review these work orders in the Work Order Inquiry (MENU WOMAIN) under the order type of "history," since they are no longer open. Use the Receipt Post option to post work order receipts that have been entered into Value Added Services through Receipt Entry (MENU WOMAIN).

Additionally, posting work order receipts updates inventory and work order files to reflect the change in inventory and the new status of the work order when finished goods have been received back into stock. Since Distribution A+ master files are updated, this job is sent to the Transaction Processor (TP). For more information about the TP, see the Cross Applications User Guide.

NOTE: Receipt Edit (MENU WOMAIN) is automatically run through this menu option before posting actually occurs. If errors are detected, a pop-up warning message displays informing you of the errors, and the posting is canceled.

Important

The posting of General Ledger (G/L) accounts does not occur until Day-End Processing (MENU XAMAST) or Post I/A Transactions to G/L (MENU IAMAST) is run. Once G/L is

posted, general ledger information will be incorporated into all applicable item files. That is, posting inventory transactions occurs in two steps:

1. First, you update inventory and item files using this option to submit the transaction group to the Transaction Processor (automatically, information required to update G/L for each transaction is copied to a work file).

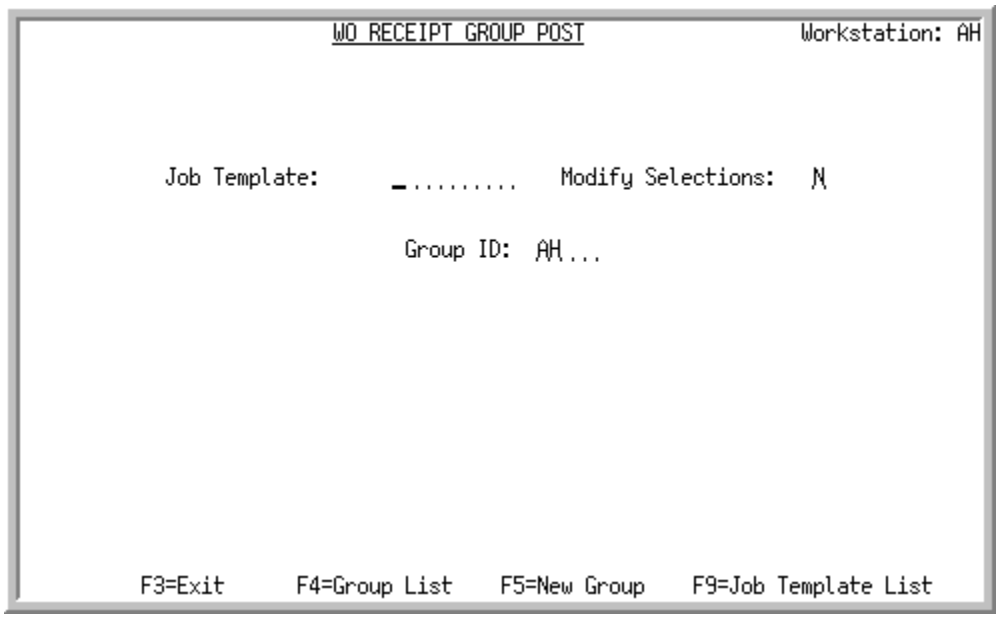
2. Then, when desired, you update general ledger with the information by running Day-End Processing (MENU XAMAST) or Post I/A Transactions to G/L (MENU IAMAST).

Receipt Post

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order Receipt Group Post Screen	Use to select the receipt group in which work order receipts were keyed and the job template for posting.
Work Order Receipt Post G/L Posting Date Screen	Used to specify the posting date.

Work Order Receipt Group Post Screen



This screen displays after selecting option 21 from Menu WOMAIN. Use this screen to select the group to be posted. You also have the option to select the job template to be used for the Work Order Receipt Post job.

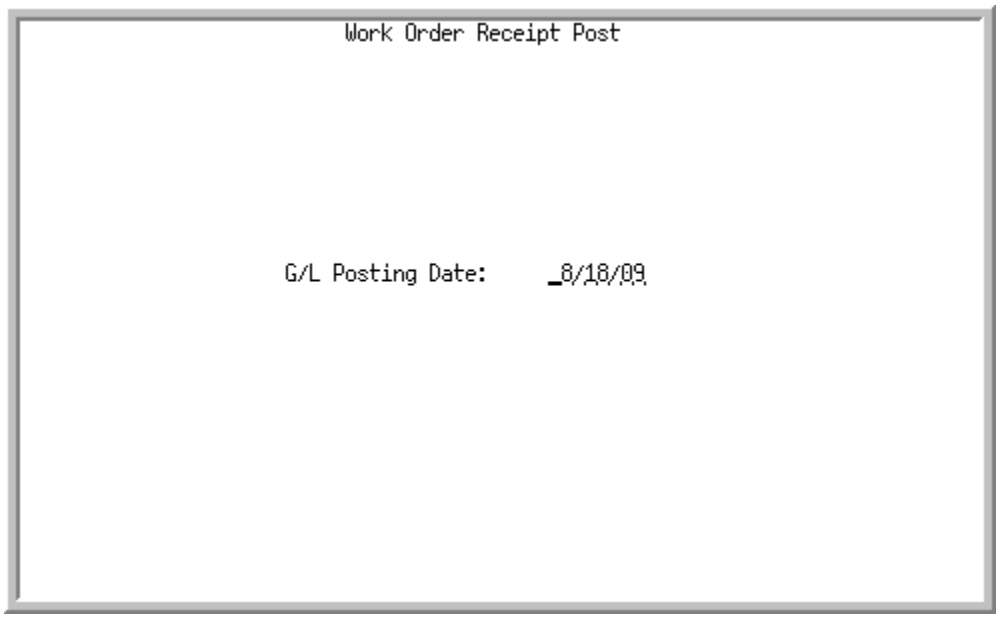
Work Order Receipt Post Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process. For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters. If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the *Modify Selections* field. You will then bypass all the output parameter screens. If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the *Modify Selections* field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job. If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission. NOTE: To review a list of existing job templates that have been created for the Work Order Receipt Post job, press F9=JOB TEMPLATE LIST. *Valid Values:* A job template defined for Work Order Receipt Post jobs (that is, WO605P) through Job Template Maintenance (MENU XAFILE). (A 10) Optional

Work Order Receipt Post Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the *Job Template* field on this screen or select one with F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the *Job Template* field is blank. (A 1) Optional
Group ID	Key the one to five character Group ID (or leave the default) of the receipt group to be included in the report. (The F5 function key is available to clear the field prior to keying a group ID, if desired). Refer to F4=GROUP LIST to display a list of existing receipt groups. *Default Value:* The *Workstation ID* of the physical workstation. (A 5) Required
F3=Exit	Press F3=EXIT to exit from this option. MENU WOMAIN will display.
F4=Group List	Press F4=GROUP LIST to display a list of existing receipt groups. The WO Receipt Processing Group Selection Screen (p. 11-6) will display.
F5=New Group	Press F5=NEW GROUP to clear the *Group ID* field on this screen prior to keying a different receipt group ID.
F9=Job Template List	Press F9=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Work Order Receipt Posts. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press ENTER to confirm your entry. The Work Order Receipt Post G/L Posting Date Screen (p. 13-6) displays. Additionally, depending on your selections in the *Job Template* and *Modify Selections* fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

Work Order Receipt Post G/L Posting Date Screen



This screen displays after pressing ENTER on the Work Order Receipt Group Post Screen (p. 13-3). It displays each time an inventory journal will be created in General Ledger. Use this screen to select a General Ledger posting date of the receipt.

NOTE: This screen appears only if the interface is on between General Ledger and Inventory Accounting.

Work Order Receipt Post Screen Fields and Function Keys

Field/Function Key	Description
G/L Posting Date	Use this field to enter a valid date for which work order receipts will be posted. Key the appropriate date, or accept the default system date. *Default Value:* The current system date. *Valid Values:* Any valid G/L date that exists in the G/L Calendar File (MENU GLFIL2). Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Work Order Receipt Post Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entry. Processing will begin and a message will display informing you that the job has been submitted to the Transaction Processor. You will be prompted to press ENTER to continue. After pressing ENTER, you will be returned to the Work Order Receipt Group Post Screen (p. 13-3).

CHAPTER 14 Posting Purchase Order Receipts 14

Use this option to post purchase order receipts keyed through Enter or Change Receivers or PO Receipts (MENU POMAIN) or outside service receipts keyed through Maintain Production Activity (MENU WOMAIN).

PO Receipts Register

This option accesses the PO Receipts Register in the Purchasing module. It resides on this menu so you may easily receive in Outside Service Purchase Orders, without having to exit this menu.

For complete details about this menu option, refer to PO Receipts Register (MENU POMAIN) in the Reference Guide section of the Purchasing manual.

CHAPTER 15

Printing the Single/Multi-Level BOM Report

15

Use the BOM & Routing Listing option (MENU WOREPT) to print the Single/Multi-Level BOM Report (p. 15-6). Information regarding detailed component and routing information for one or more bills of material prints on this report.

BOM & Routing Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
BOM & Routing Listing Selection Screen	Used to specify limiting criteria for the listing.
Single/Multi-Level BOM Report	Prints Bill of Material and routings that match the selection criteria.

BOM & Routing Listing Selection Screen

```
                          BOM & ROUTING LISTING


                 From                          To
Parent Item:     _.........................    ............................
-or- Item List?  ...........
Effective Date:  .......                       .......
Revision Level:  ......                        ......
Work Center?     ......
Co/Customer?     .../...........

                        Printing Options
                        No of Levels to Print: ...
                        Print Routings:        Y  (Y/N)
                        Print Routing Cmts:    Y  (Y/N)
                        Print O/S Info:        Y  (Y/N)
                        Print Co-Products:     Y  (Y/N)
                        Print Components:      Y  (Y/N)
                        Page Break on Parent:  Y  (Y/N)



                                                    F3=Exit  F4=Maint List
```

This screen appears after you select the BOM & Routing Listing option from the Value Added Services Reports Menu (MENU WOREPT). The fields on this screen allow you to tailor the Single/Multi-Level BOM Report to present bill of material and routing information for specific bills.

Use the selection criteria on this screen to tailor which bills of materials you want to print on the Single/Multi-Level BOM Report (p. 15-6).

NOTE: For the rules of entering from and to ranges, refer to the Cross Applications User Guide.

BOM & Routing Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Parent Item	This field limits the report to bills of material that include the parent items you specify. Key the parent item numbers you wish to limit this report to. If you use this field, you cannot also use *Item List* field. Leave this field and the *Item List* field blank to print bills of material for all parent item numbers. (2 @ A 27) Optional

BOM & Routing Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Item List	This field limits the bills of material that will print on this report to those bills which include the items that are assigned to the specific item list you enter in this field. Key the item list you wish to use to limit this report to. If you use this field, you cannot also use *Parent Item* field. NOTE: Item lists can be entered and maintained on the Item List Screen. Refer to the Cross Applications User Guide for a detailed description of this screen. Use F4 on this screen to access the Item List Screen. *Valid Values:* A valid item list defined through the Item List Screen. (A 10) Optional
Effective Date	This field limits the report to bills that were created with the effective dates you specify. Key the effective dates you wish to limit this report to. Leave both effective date fields blank if you wish to print bills of material for all effective dates. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Revision Level	This field limits the report to bills that were created with the revision levels you specify. Key the revision levels you wish to limit this report to. Leave both revision level fields blank if you wish to print bills of material for all revision levels. (2 @ A 5) Optional
Work Center	This field limits the report to bills that include activity in the work center you enter in this field. Key the work center that you wish to limit this report to. *Valid Values:* A valid work center defined through Work Center Maintenance (MENU WOFILE). (A 5) Optional

BOM & Routing Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer	This field limits the report to bills that are specific to the company and/or customer number you enter in this field. Key the company number and/or customer number you wish to limit this report to. (N 2,0/A 10) Optional
No of Levels to Print	This field allows you to select the number of component levels that you wish to print on this report. Key the number of component levels you wish to display on this report. NOTE: A "+" will print next to the item number if additional levels exist. Additionally, you may leave this field blank to include up to 100 component levels on this report. (N 3,0) Optional
Print Routings	Use this field to determine if you want the routing steps for each bill of material to print on the report. Key Y to print routings on this report. Key N to omit routing information from this report. NOTE: If you key N in this field, you must also key N in the *Print Routing Cmts* field, Print *O/S Info* field, *Print Co-Products* field, and the *Print Components* field. *Default Value:* Y (A 1) Required
Print Routing Cmts	Use this field to determine if you want both general and routing specific comments to print on the report. Key Y to print routing comments on this report. Key N to omit routing comments from this report. If you key N in this field, you must also key N in the *Print Routing Cmts* field, *Print O/S Info* field, *Print Co-Products* field, and the *Print Components* field. *Default Value:* Y (A 1) Required
Print O/S Info	Use this field to determine if you want outside service information for each bill of material to print on the report. Key Y to print outside service information on this report. Key N to omit outside service information from this report. If you key N in this field, you must also key N in the *Print Routing Cmts* field, *Print O/S Info* field, *Print Co-Products* field, and the *Print Components* field. *Default Value:* Y (A 1) Required

BOM & Routing Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Co-Products	Use this field to determine if you want co-product information for each bill of material to print on the report. Key Y to print co-product information on this report. Key N to omit co-product information from this report. If you key N in this field, you must also key N in the *Print Routing Cmts* field, *Print O/S Info* field, *Print Co-Products* field, and the *Print Components* field. *Default Value:* Y (A 1) Required
Print Components	Use this field to determine if you want component information for each bill of material to print on the report. Key Y to print component information on this report. Key N to omit component information from this report. If you key N in this field, you must also key N in the *Print Routing Cmts* field, *Print O/S Info* field, *Print Co-Products* field, and the *Print Components* field. *Default Value:* Y (A 1) Required
Page Break on Parent	Use this field to determine if you want to start the printing of this report on a new page for every bill of material. Key Y to start the printing of this report on a new page for each successive bill. Key N to print bills one after another on each page of this report. *Default Value:* Y (A 1) Required
F3=Exit	Press to cancel this option and return to the menu.
F4=Maint List	Press this key to create or perform maintenance for item lists. The Item List Screen will appear. Refer to the Cross Applications User Guide for a detailed description of this screen.
Enter	Press to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. Following this screen, the Single/Multi-Level BOM Report (p. 15-6) will print.

Single/Multi-Level BOM Report

```
WO372          4/10/98  14:51:17          BOM & ROUTING LISTING          B6/JEANPAUL          Page:    1
Parent Item:CAR                 Effective Date:All     Revision Level:All   Work Center:     Co/Customer:
      To:CAR                                                                  No Of Levels:ALL
-------------------------------------------------------------------------------------------------------------------
Parent Item:CAR                 U/M: EA
Desc: CAR                                    Revision Level:      Co/Cust:          Lot/Serial:
                                          Drawing No:

Components
  Level      Component Item No          Qty/Parent     U/M
  1          TIRES                      4.00000   EA
              TIRES
  1          SW                         1.00000   EA
              Steering Wheel
  1          ENGINE                     1.00000   EA
              ENGINE
  .2         ENGINE PARTS               3.00000   EA
              Parts to build engine
  ..3        SUB ENGINE PARTS           2.00000   EA
              sub assembly engine parts
  ...4       MORE SUB ENGINE PARTS      1.00000   EA
              more sub engine parts
  ..3        MORE ENGINE PARTS          5.00000   EA
              more engine parts


Routing Information        Caution!!! Be very careful when lifting contents.

Routing Seq:  10
   Dept:     JEN                 Setup Time:      :00 Setup Code:  AB  Setup Rate:      1.000 Setup Amount:
   Wrk Cntr:  CODE                 Run Lbr Time:     :00 Run Lbr Code:BI  Run Lbr Rate:     5.820 Units/Hour:      5.000
```

This report is printed after pressing ENTER on the Report Options Screen. Refer to the Cross Applications User Guide for details about the Report Options Screen. The bills of material and routings which fall within the criteria you entered on the BOM & Routing Listing Selection Screen (p. 15-2) print on this listing.

NOTE: This report displays detailed component and routing information for one or more bills of material. Due to space limitations, only a portion of this report is shown in this figure. Additionally, various fields are presented on this report according to the selection criteria you entered on the BOM & Routing Listing Selection Screen (p. 15-2).

Single/Multi-Level BOM Report

Report/Listing Fields	Description
(Header Information)	The following header information is printed in the upper portion of this report: • *Parent Item:* This field displays the parent item number of the parent item or range of parent items for the bills you selected to print on this report. • *U/M:* This field displays the unit of measure for this parent item. • *Effective Date:* This field displays the effective date or range of effective dates for the bills you selected to print on this report. • *Revision Level:* This field displays the revision level or range of revisions for the bills you selected to print on this report. • *Work Center:* This field displays the work center for the bills you selected to print on this report. • *Co/Customer:* This field displays the company number and customer number for the bills you selected to print on this report. • *Drawing No:* This field displays the drawing number for the bills you selected to print on this report. • *(Primary Bill)*: "Primary Bill" will display if the bill of material used for this routing has been defined as the primary bill of material through Bill of Material Maintenance (MENU WOFILE). • *Lot/Serial:* (This field displays on this report only if Warehouse Management is installed or if the parent item is not a lot/serial item.) This field indicates whether or not this item is a lot/serial item. • *Parent Item Description*: This field displays the parent item description for the bills you selected to print on this report.

Single/Multi-Level BOM Report

Report/Listing Fields	Description
(Parent Item Header Information)	The following parent item information is printed on this report: • *Parent Item:* This field displays the parent item number of this parent item. • *Effective Date:* This field displays the effective date for this parent item. • *Revision Level:* This field displays the revision level for this parent item. • *Co/Customer:* This field displays the company number and customer number associated with this parent item. • *Drawing No:* This field displays the drawing number associated with this parent item. • *Lot/Serial:* This field displays the lot/serial number associated with this parent item. • *Parent Item Description:* This field displays the parent item description for this parent item.
(Component Item Information)	The following component item information is printed on this report only if you keyed Y in the *Print Component* field on the BOM & Routing Listing Selection Screen (p. 15-2): • *Level:* This field displays the bill of material level for this component item. • *Component Item No:* This field displays the item number for this component. Note that a plus sign (+) displays before this field if levels exist that are not displayed on this report. • *Qty/Parent:* This field displays the quantity per parent needed of this component item. • *U/M:* This field displays the unit of measure for which the Qty/Parent was identified. • *(Component Description):* This field displays the item description for this component item.

Single/Multi-Level BOM Report

Report/Listing Fields	Description
(Routing Information)	The following routing information is printed on this report only if you keyed Y in the *Print Routings* field on the BOM & Routing Listing Selection Screen (p. 15-2): • *General Routing Comments:* This field displays general routing comments for this routing sequence. • *Routing Seq:* This field displays the routing sequence for this routing step. • *(Outside Service):* (This field only displays if this routing sequence is an outside service.) This field displays the type of outside service for this routing sequence. • *Dept:* This field displays the department where this routing is performed. • *Wrk Cntr:* This field displays the work center where this operation is performed. • *Operation:* This field displays the operation being performed in this routing sequence. • *(Operation Description)*: This field displays the description of the operation being performed in this routing sequence. • *Setup Time:* This field displays the amount of time required to set up the necessary equipment or tooling before this operation can be run. • *Run Lbr Time:* This field displays the number of hours required to produce the number of units entered in the Units/Hours field. • *Setup Code:* This field displays the rate code associated with the setup hours. • *Run Lbr Code:* This field displays the run labor code for this operation. • *Rpt Prod Act:* This field displays whether or not production activity will be reported for this routing. • *Run Lbr Rate:* This field displays the rate code associated with the labor (activity) in the Units/Hours field. • *Rpt Act Lbr:* This field displays whether or not actual labor is assigned to be reported for this routing.

Single/Multi-Level BOM Report

Report/Listing Fields	Description
	• *Setup Amount:* This field displays the fixed setup cost associated with the setup. • *Units/Hour:* This field reflects the number of units for this item produced per hour. • *Routing Comments:* Comments print on this report only if you keyed Y in the *Print Routing Comments* field on the BOM & Routing Listing Selection Screen (p. 15-2). This field displays specific routing comments for this routing sequence. • *Routing Comment Print Code:* The routing comment print code is printed on this report if you keyed Y in the *Print Routing Comments* field on the BOM & Routing Listing Selection Screen (p. 15-2). This field displays the comment print code for this routing comment. Display
(Outside Service Shipment Information)	The following routing information is printed on this report if you keyed Y in the *Print O/S* field on the BOM & Routing Listing Selection Screen (p. 15-2) and the routing sequence is an outside service shipment: • *Vendor Number:* This field displays the vendor number for this outside service. • *Vendor Name:* This field displays the vendor name for this outside service. • *Vendor Address:* This field displays the vendor address for this outside service. • *Return Address:* This field displays the return address for the item being processed for this outside service. • *Default Return Shipping Code:* This field displays the default return shipping code for this outside service shipment as assigned in Bill of Material Maintenance (MENU WOFILE). F displays if items are assigned to be shipped back to your finished goods warehouse. C displays if items are assigned to be shipped back to your component warehouse. S displays if the parent item was special ordered by a customer and you have assigned the shipping address of the customer to be included on the sales order. • *Item Number:* This field displays the item number of the items for this outside service. • *Item Number Description:* This field displays the item description for this item. • *Unit Weight:* This field displays the unit weight for this item. • *Qty Per:* This field displays the quantity per parent of the item.

CHAPTER 16

Printing the Where Used Report

16

Use the BOM & Component Where Used Report option (MENU WOREPT) to print the Component Where Used Report (p. 16-4). Information regarding all bills that use the selected component items is printed on this report. You will be able to review component and parent item information, revision levels and effective dates, and the quantities of component items per parent.

BOM & Component Where Used Report

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
BOM & Component Where Used Report Screen	Used to specify limiting criteria for the report.
Component Where Used Report	Prints component information for bills that match the selection criteria.

BOM & Component Where Used Report Screen

This screen appears after you select the BOM & Component Where Used Report option from Value Added Services Reports Menu (MENU WOREPT). Use the fields on this screen to tailor the report to component information you wish to review.

Use the selection criteria on this screen to tailor which bills of material you want to print on the report.

NOTE: For the rules of entering from and to ranges, refer to the Cross Applications User Guide.

BOM & Component Where Used Report Screen Fields and Function Keys

Field/Function Key	Description
Component Item	This field limits the Component Where Used Report to bills of material that include the component items you specify. Key the component item numbers you wish to limit this report to. Leave both *Component Item* fields and the *Item List* field blank if you wish to print bills of material for all component item numbers. Also, if you use this field, you cannot also use the *Item List* field. (2 @ A 27) Optional

BOM & Component Where Used Report Screen Fields and Function Keys

Field/Function Key	Description
Item List	This field limits the bills of material that will print on this report to those bills which include the component items that are assigned to the specific item list you enter in this field. Key the item list you wish to use to limit this report to. If you key a value in this field, you cannot also use the *Component Item* fields for your report. Leave both component item fields and the item list field blank if you wish to print bills of material for all component item numbers. NOTE: Item lists can be entered and maintained on the Item List Screen. Refer to the Cross Applications User Guide for details about this screen. Use the F4 function key to access the Item List Screen. *Valid Values:* A valid item list defined through the Item List Screen. (A 10) Optional
Print Parent Item Desc	Use this field to determine if you want to print the second line of the parent item description on this report. Key 1 to print only the parent item on this report. Key 2 to print the parent item and its description on this report. *Default Value:* 1 (A 1) Required
F3=Exit	Press to exit this option and return to the menu.
F4=Maint List	Press this key to create or perform maintenance on item lists. The Item List Screen will appear. Refer to the Cross Applications User Guide for details about this screen.
Enter	Press to confirm your selections. The Report Options screen will display; refer to the Cross Applications User Guide for details about this screen. Following this screen, the Component Where Used Report (p. 16-4) will print.

Component Where Used Report

```
WO322      5/13/97      13:36:35          COMPONENT WHERE USED REPORT        GM/JEANPAUL          PAGE:   1
                                  All Components
        <W0>Item #      BOM Type      Description                Rev Lvl   Eff Date   Co/Customer      Quantity Per<D>
Component: A370                 Tape Dispenser - Gray
    Parent: A300                Desk Set Kit                                          1.00000
    Parent: A910                4 Drawer Steel File Cabinet          3/31/97                  1.00000

Component: A400                 Office Tool Set
    Parent: A401                48" Nickel Clad                  4/25/00                  1.00000

Component: A401                 Hammer
    Parent: A400                Office Tool Set                                       1.00000
    Parent: A400                Office Tool Set            A     2/27/97                  1.00000

Component: A402                 Phillips Head Screwdriver
    Parent: A400                Office Tool Set                                       1.00000
    Parent: A400                Office Tool Set            A     2/27/97                  1.00000

Component: A403                 Standard Screw Driver
    Parent: A400                Office Tool Set                                       1.00000
    Parent: A400                Office Tool Set            A     2/27/97                  1.00000

Component: A404                 Slip-joint Pliers
    Parent: A400                Office Tool Set                                       1.00000
    Parent: A400                Office Tool Set            A     2/27/97                  1.00000

Component: A405                 Adjustable Wrench
        A400                Office Tool Set                                       1.00000
        A400                Office Tool Set            A     2/27/97                  1.00000

Component: A406                 Vinyl Pouch
        A400                Office Tool Set                                       1.00000
        A400                Office Tool Set            A     2/27/97                  1.00000

Component: A610                 Monochrome Monitor
        A600                Personal Computer System                                  1.00000

Component: A630                 84 Key Keyboard
        A600                Personal Computer System                                  1.00000

Component: A660                 386/33Mhz 80 MB Processor
        A600                Personal Computer System                                  1.00000

Component: A710                 Graphic Artwork for 3" Binder
        A700                Customer Three Ring Binder                                1.00000

Component: A720                 Three Ring Clamp for 3" Binder
        A700                Customer Three Ring Binder                                1.00000

Component: A730                 3" Binder Shell
        A700                Customer Three Ring Binder                                1.00000

Component: BOARD                Oak Center Board
        FURNITURERL             Oak Entertainment Center RL     3      4/07/97                  5.00000
```

This report prints after pressing ENTER on the Report Options Screen. Refer to the Cross Applications User Guide for details about the Report Options Screen.

Information regarding all bills that use the component items you have selected print on this report.

Component Where Used Report

Report/Listing Fields	Description
(Component Item Information)	The following component item information is printed on this report: • *(Components Included):* This field displays the item or item ranges included on this report. • *Component:* This field displays the component item number for this component item. This item is used in the creation of the parents item that is printed directly below this line. • *(Component Description):* This field displays the two item description lines for this component item.
(Parent Item Information)	The following parent item information is printed on this report beneath the component item information line: • *Parent:* This field displays the item number of the parent item that uses the component item (printed above this field) in its assembly. • *BOM Type:* This field displays the bill of material type for this item. M will display for manufactured items. K will display for kits. A will display for assortments. • *Parent Item Description:* This field displays the parent item description for this parent item. • *Revision Level:* This field displays the revision level, if applicable, for this parent item. • *Effective Date*: This field displays the effective date, if applicable, for this parent item. • *Co/Customer:* This field displays the company number and customer number, if any, for this customer specific parent item. • *Quantity Per:* This field displays the quantity per unit of the component item needed to make this parent item.

CHAPTER 17

Printing the Open Work Order Summary

17

Use the Open Work Order Summary option (MENU WOMAIN) to print the Open Work Order Summary Report (p. 17-10). Information regarding open work orders is printed on this report. You will be able to review the order status of all open work orders, related finished goods warehouse information, revision levels, effective dates (if applicable), and order quantity information.

Open Work Order Summary

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Open Work Order Summary Screen	Used to specify limiting criteria for the report.
Open Work Order Summary Report	Prints a summarized list of work orders that match the selection criteria.

Open Work Order Summary Screen

```
                         OPEN WORK ORDER SUMMARY

                        From                        To
Company?                 _.              -          ...
Work Order:            ......            -          ......
Component WH?          ...               -          ...
Finished Goods WH?     ...               -          ...
Start Date:            .......           -          .......
Due Date:              .......           -          .......
Job Number:            ................  -          ................
Item Number:           ............................  ............................
-or- Item List?        ...........
Revision Level:        ......            -          ......
Effective Date:        .......           -          .......
Order Priority:        .. (1-7)          Print Item:  1 1=Item Only 2=Item and Desc

 Production Activity Status        Order Status
  Work Center?          ......        Planned:  Y (Y/N)   Rls Rdy:  Y (Y/N)
  No Activity:          Y (Y/N)       Mtl Sht:  Y (Y/N)   Released: Y (Y/N)
  Some Activity:        Y (Y/N)       Held:     Y (Y/N)   Pck Cfmd: Y (Y/N)
  Completed Activity:   Y (Y/N)       Hld Code? ...

                                                F3=Exit       F4=Maint List
```

This screen appears after you select the Open Work Order Summary option from the Value Added Services Reports Menu (MENU WOREPT). The fields on this screen allow you to tailor the Open Work Order Summary Report to include only those open work orders you select.

Open work orders are those which have not yet been completely received, closed, and moved to history via Day-End Processing (MENU XAMAST).

NOTE: For the rules of entering From/To ranges, refer to the Cross Applications User Guide.

Open Work Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to limit the report to only open work orders that have been created for the company or companies you key in this field. Key the desired companies. Leave the From/To ranges blank if you wish to print open work orders that have been created for all companies. *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2,0) Optional

Open Work Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Work Order	Use this field to limit the report to only open work orders you key in this field. Key the desired work orders. Leave the From/To ranges blank if you wish to print all open work orders that have been created. NOTE: Since the same work order number may exist for different companies, if your system is tailored to use multiple companies, you may use this field and the *Company* field to limit the data that is printed on this report. (2 @ A 5) Optional
Component WH	Use this field to limit the report to only open work orders which specify the component warehouses you key in this field. Key the desired component warehouses. Leave the From/To ranges blank if you wish to print open work orders for all component warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse from which goods are picked. NOTE: If a valid value is keyed in the *Work Center* field, then you cannot enter a component warehouse range. (2 @ A 2) Optional
Finished Goods WH	Use this field to limit the report to only open work orders which specify the finished goods warehouses you key in this field. Key the desired finished goods warehouses. Leave the From/To ranges blank if you wish to print open work orders for all finished goods warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse that is used for receiving finished goods. (2 @ A 2) Optional

Open Work Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Start Date	Use this field to limit the report to only open work orders which specify the start dates you key in this field. Key the desired start dates. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave the From/To ranges blank if you wish to print open work orders for all start dates. (2 @ N 6,0) Optional
Due Date	Use this field to limit the report to only open work orders which specify the due dates you key in this field. Key the desired due dates. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave the From/To ranges blank if you wish to print open work orders for all due dates. (N 6,0) Optional
Job Number	Use this field to limit the report to only open work orders which specify the job numbers you key in this field. Key the desired job numbers. Leave the From/To ranges blank if you wish to print open work orders for all job numbers. (2 @ A 15) Optional

Open Work Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Item Number	Use this field to limit the report to only open work orders created for the parent items you key in this field. Key the desired item numbers. Leave the From/To ranges blank and the *Item List* field blank if you wish to print open work orders for all parent items. NOTE: You cannot use this field if you want to use the Item List feature via the F4 function key on this screen and the *Item List* field. The Item List feature would be useful to you if the items you wish to print on the report do not fall in sequential order. (2 @ A 27) Optional
Item List	Use this field to limit the report to only open work orders which use the items assigned to the specific item list you key in this field. Key the desired item list. This field is automatically filled in if you select an item list from the Item List Screen, which displays after pressing F4. See F4 for details. Leave this field blank and the *Item Number* field blank if you wish to print open work orders for all parent items. NOTE: You cannot use this field if you key a value in the *Item Number* field. If you instead wish to use this field, you must first have defined a list via the F4 function key. The Item List feature would be useful to you if the items you wish to print on the report do not fall in sequential order. (A 10) Optional
Revision Level	Use this field to limit the report to only open work orders which specify the revision levels you key in this field. Key the desired revision levels. Leave the From/To ranges blank if you wish to print open work orders for all revision levels. (2 @ A 5) Optional

Open Work Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	Use this field to limit the report to only open work orders which specify the effective dates you key in this field. Key the desired effective dates. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave the From/To ranges blank if you wish to print open work orders for all effective dates. (2 @ N 6,0) Optional
Order Priority	Use this field to limit the report to only open work orders which include the order priority you key in this field. Key the desired order priority. Leave this field blank to print open work orders for all order priorities. *Valid Values:* 1 through 7, if Y has been selected for the priority in Order Entry Options Maintenance (MENU XAFILE). (N 1,0) Optional
Print Item	Use this field to designate whether or not you want item numbers to print on the report with their associated item descriptions. Key 1 to print item numbers only. Key 2 to print item numbers and descriptions. *Default Value:* 1 (N 1,0) Required
Work Center	Use this field to limit the report to only open work orders which specify the work center you key in this field. Key the desired work center. Leave this field blank to print open work orders for all work centers. (A 5) Optional
No Activity	Use this field to determine if you want work orders with no production activity to print on the report. Key Y to include work orders on this report with no production activity. Key N to omit work orders with no production activity from this report. NOTE: This field must be Y if the *Work Center* field is blank. *Default Value:* Y (A 1) Required

Open Work Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Some Activity	Use this field to determine if you want work orders with some production activity to print on the report. Key Y to include work orders on this report with some production activity. Key N to omit work orders with some production activity from this report. NOTE: This field must be Y if the *Work Center* field is blank. *Default Value:* Y (A 1) Required
Completed Activity	Use this field to determine if you want work orders with completed production activity to print on the report. Key Y to include work orders on this report with completed production activity. Key N to omit work orders with completed production activity from this report. NOTE: This field must be Y if the *Work Center* field is blank. *Default Value:* Y (A 1) Required
Planned	Use this field to determine if you want planned work orders to print on this report. Key Y to include planned work orders on this report. Key N to omit planned work orders from this report. *Default Value:* Y (A 1) Required
Held	Use this field to determine if you want held work orders to print on this report. Key Y to include work orders on this report with no production activity. This field must be Y if you want to use the *Hld Code* field. Key N to omit work orders with no production activity from this report. If you key N in this field, you will not be able to key a hold code in the *Hld Code* field. *Default Value:* Y (A 1) Required

Open Work Order Summary Screen Fields and Function Keys

Field/Function Key	Description
Mtl Sht	Use this field to determine if you want work orders with an order status material short to print on this report. Key Y to include work orders on this report with an order status of material short. Key N to omit work orders from this report which are material short. *Default Value:* Y (A 1) Required
Hld Code	In order to use this field, the *Held* field must be Y. Use this field to limit the report to open work orders with the hold code you enter in this field. Key the desired hold code. Leave this field blank if the *Held* field is N. (A 2) Optional
Rls Rdy	Use this field to determine if you want work orders with an order status of release ready to print on this report. Key Y to include work orders on this report with an order status of release ready. Key N to omit work orders from this report with an order status of release ready. *Default Value:* Y (A 1) Required
Released	Use this field to determine if you want work orders with an order status of released to print on this report. Key Y to include work orders on this report with an order status of released. Key N to omit work orders from this report with an order status of released. *Default Value:* Y (A 1) Required
Pck Cfmd	Use this field to determine if you want work orders with an order status of pick confirmed to print on this report. Key Y to include work orders on this report with an order status of pick confirmed. Key N to omit work orders from this report with an order status of pick confirmed. *Default Value:* Y (A 1) Required

Open Work Order Summary Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press to cancel this option and return to the menu. NOTE: Temporary item lists created via the F4 function key will automatically be deleted after you press F3.
F4=Maint List	Press this key to create or perform maintenance on item lists. The Item List Screen will appear. Refer to the description of this screen as described in the Cross Applications User Guide.
Enter	Press to confirm your selections. The Report Options screen will appear. Refer to the description of this screen as described in the Cross Applications User Guide. Following this screen, the Open Work Order Summary Report (p. 17-10) will print. NOTE: Temporary item lists created via the F4 function key will automatically be deleted after you complete the print process.

Open Work Order Summary Report

```
WO355      5/15/97      9:52:48          OPEN WORK ORDER SUMMARY REPORT      GM/JEANPAUL            PAGE:   1
 Fr Co:01              Fr W/O No:W0100   All Component WHs  All FG WHs        All Start Dates      All Due Dates
 To Co:01              To W/O No:W0200
 All Job Numbers        All Item Numbers                Itm List:*None      All Rev Lvls        All Eff Dates
 Ord Prty: ALL    Work Cntr:              No Actvty: Y      Some Actvty: Y      Complt Actvty: Y
 Planned: Y      Mtl Sht: Y              Held: Y Cd:       Rls Ready: Y       Released: Y         Pck Cfmd: Y
Co/WO No. Ord Status  FGWH CoWH O/P  Parent Item No.          Rev Lvl   Eff Dt    Order Qty  CmpQty to Dt  U/M Start Dt   Due Dt
01/W0107  Release Rdy   1   3   3   FA100                        3/11/97       1.000            EA   3/11/97  1/02/03
01/W0200  Release Rdy   1   1   3   FL100                   33333   3/13/97      10.000            EA   4/01/97  4/01/97
01/W0199  Release Rdy   1   1   3   LZ100                   FLA     3/05/97      18.000            EA   3/31/97  4/01/97
01/W0182  Release Rdy   1   1   3   R100                         3/06/97       1.000            EA   3/25/97  3/28/97
01/W0131  Release Rdy   1   1   3   Q15N                         3/13/97       5.000            EA   3/13/97  3/13/97
01/W0132  Release Rdy   1   1   4   T15N                         3/13/97       5.000            EA   3/13/97  3/13/97
01/W0108  Released      1   1   3   TAMR                         3/11/97       1.000            EA   3/11/97  4/01/97
01/W0114  Released      1   1   3   W1001                        2/24/97       1.000            BOX  3/12/97  3/12/97
01/W0183  Released      1   1   3   W2002                        2/24/97       4.000            BOX  3/25/97  3/25/97
01/W0145  Released      1   1   3   W1003                   33334   3/13/97       2.000            EA   3/14/97  3/14/97
01/W0173  Released      1   1   3   W1004                   33335   3/13/97       1.000            EA   3/24/97  3/25/97
01/W0175  Released      1   1   3   WL105                   33336   3/13/97       1.000            EA   3/24/97  3/25/97
01/W0178  Released      1   1   3   WFL106                  33336   3/13/97       1.000            EA   3/25/97  3/27/97
01/W0166  Released      1   1   3   WFL109                  33336   3/13/97       1.000            EA   3/24/97  3/29/97
01/W0170  Released      1   1   3   WFL111                  33337   3/13/97       1.000            EA   3/27/97  3/29/97
01/W0148  Released      1   1   3   WJ11                         3/16/97       1.000            EA   3/16/97  3/16/97
01/W0159  Released      1   1   3   WJ12                         3/16/97       1.000            EA   3/22/97  3/22/97
01/W0176  Released      1   1   3   WJ123                        3/16/97       1.000            EA   3/24/97  3/24/97
01/W0119  Released      1   1   3   WXX24                        3/12/97       2.000            EA   3/12/97  3/12/97
```

This report is printed after pressing ENTER on the Report Options Screen.

This report prints a summarized list of work orders within the selection criteria you entered on the Open Work Order Summary Screen (p. 17-2).

Open Work Order Summary Report

Report/Listing Fields	Description
(Header Information)	The header information on this report duplicates the From/To ranges you entered on the Open Work Order Summary Screen (p. 17-2). For a detailed description of these fields, refer to that screen. Display

Open Work Order Summary Report

Report/Listing Fields	Description
(Open Work Order Information)	The following open work order information is printed on this report: • *Co/WO No:* This field displays the company number and work order number for this work order. • *Ord Status:* This field displays the order status for this work order. • *FGWH:* This field displays the finished goods warehouse assigned to this work order. • *CoWH*: This field displays the component warehouse assigned to this work order. • *O/P:* This field displays the order priority assigned to this work order. • *Parent Item No:* This field displays the parent item number of the parent item for this work order. • *Rev Lvl:* This field displays the revision level, if applicable, for the bill used for this work order. • *Eff Dt:* This field displays the effective date, if applicable, for the bill used for this work order. • *Order Qty:* This field displays the order quantity for the parent item associated with this work order. • *CmpQty to Dt:* This field displays the completed quantity to date of the parent item associated with this work order. • *U/M:* This field displays the unit of measure for the parent item associated with this work order. • *Start Dt:* This field displays the start date for this work order. • *Due Dt:* This field displays the due date for this work order. Display

CHAPTER 18

Printing the Open Work Order Detail

18

Use the Open Work Order Detail option on the Value Added Services Reports Menu (MENU WOMAIN) to print the Open Work Order Detail Report (p. 18-10). Detailed information regarding open work orders appears on this report. You will be able to review the order status of all open work orders, parent item information, component item information, co-product information, routing information, outside service information, and routing comments.

Open Work Order Detail

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Open Work Order Detail Screen	Used to specify limiting criteria for the report.
Open Work Order Detail Report	Prints detailed information for open work orders that match the selection criteria.

Open Work Order Detail Screen

```
                          OPEN WORK ORDER DETAIL

                        From                 To
     Company?            _.                  ...
     Work Order:         ......              ......
     Component WH?       ...                 ...
     Finished Goods WH?  ...                 ...
     Start Date:         .......             .......
     Due Date:           .......             .......
     Job Number:         ................    ................
     Item No - From:     ............................ -or- Item List? ..........
                 To:     ............................
     Effective Date:     .......             .......
     Revision Level:     ......              ......
     Order Priority:     ..  (1-7)

Prod. Status (Y/N)     W/O Status (Y/N)            Printed Information (Y/N)
Work Center?   ......  Planned:  Y   Rls Rdy:  Y   Routings:   Y  Rtg Cmts:   Y
No Activity:   Y       Mtl Sht:  Y   Released: Y   Co-Prod:    Y  Components: Y
Some Activity: Y       Held:     Y   Pck Cfmd: Y   O/S Detail: Y  Prod Act:   Y
Completed:     Y       Hld Code? ...               O/S Act:    Y  Pg Brk W/O: Y

                                                        F3=Exit  F4=Maint List
```

This screen appears after you select the Open Work Order Detail option on the Value Added Services Reports Menu (MENU WOREPT). Use the fields on this screen to tailor the Open Work Order Detail Report (p. 18-10) to print the open work orders you want to print.

NOTE: For the rules of entering From/To ranges, refer to the Cross Applications User Guide.

Open Work Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Company	This field limits the report to open work orders for the companies you specify. Key the company numbers you wish to limit this report to. Leave these fields blank if you wish to print open work orders for all companies. (2 @ N 2,0) Optional
Work Order	This field limits the report to work orders that include the work order numbers you specify. Key the work orders you wish to limit this report to. Leave both work order fields blank if you wish to print all open work orders. (2 @ A 5) Optional

Open Work Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Component WH	This field limits the report to work orders that include the component warehouses you specify. Key the component warehouses you wish to limit this report to. Leave both component warehouse fields blank if you wish to print open work orders for all component warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse from which goods are picked. NOTE: If a valid value is keyed in the *Work Center* field, then you cannot enter a range of component warehouses. (2 @ A 2) Optional
Finished Goods WH	This field limits the report to work orders that include the finished goods warehouses you specify. Key the finished goods warehouse numbers you wish to limit this report to. Leave both finished goods warehouse fields blank if you wish to print open work orders for all finished goods warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse that is used for receiving finished goods. (2 @ A 2) Optional
Start Date	This field limits the report to work orders that include the start dates you specify. Key the start dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave both start date fields blank if you wish to print open work orders for all start dates. (2 @ N 6,0) Optional

Open Work Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Due Date	This field limits the report to work orders that include the due dates you specify. Key the due dates you wish to limit this report to. NOTE: Leave both finished goods warehouse fields blank if you wish to print open work orders for all finished goods warehouse numbers. Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Job Number	This field limits the report to work orders that include the job numbers you specify. Key the job numbers you wish to limit this report to. NOTE: Leave both job number fields blank if you wish to print open work orders for all job numbers. (2 @ A 15) Optional
Item No	This field limits the report to work orders that include the parent items you specify. Key the item numbers you wish to limit this report to. Leave this field blank if you wish to print open work orders for all parent items. You must leave this field blank if you choose to use item lists. (2 @ A 27) Optional
Item List	This field limits the open work orders that will print on this report to those work orders which use the parent items assigned to the specific item list you enter in this field. Key the item list you wish to use to limit the open work orders that print on this report. NOTE: Item lists can be entered and maintained on the Item List Screen. Refer to the Cross Applications User Guide for a detailed explanation of this screen. Use F4 on this screen to access the Item List Screen. Additionally, this field must be left blank if you choose to use item numbers. (A 10) Optional

Open Work Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	This field limits the report to open work orders that include the effective dates you specify. Key the effective dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave this field blank if you wish to print open work orders for all effective dates. (2 @ N 6,0) Optional
Revision Level	This field limits the report to open work orders that include the revision levels you specify. Key the revision levels you wish to limit this report to. Leave this field blank if you wish to print open work orders for all revision levels. (2 @ A 5) Optional
Order Priority	This field limits the report to open work orders that include the order priority you enter in this field. Key the order priority you wish to limit this report to. *Valid Values:* 1 through 7, if Y has been selected for the priority in Order Entry Options Maintenance (MENU XAFILE). (2 @ A 5) Optional
Work Center	This field limits the report to work orders that include activity in the work center you enter in this field. Key the work center you wish to limit this report to. (A 5) Optional
No Activity	Use this field to determine if you want work orders with no production activity to print on this report. Key Y to include work orders on this report with no production activity. Key N to omit work orders with no production activity from this report. *Default Value:* Y (A 1) Required

Open Work Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Some Activity	Use this field to determine if you want work orders with some production activity to print on this report. Key Y to include work orders on this report with some production activity. Key N to omit work orders with some production activity from this report. *Default Value:* Y (A 1) Required
Completed	Use this field to determine if you want work orders with completed production activity to print on this report. Key Y to include work orders on this report with completed production activity. Key N to omit work orders with completed production activity from this report. *Default Value:* Y (A 1) Required
Planned	Use this field to determine if you want planned work orders to print on this report. Key Y to include planned work orders on this report. Key N to omit planned work orders from this report. *Default Value:* Y (A 1) Required
Mtl Sht	Use this field to specify if you want work orders with an order status of material short to print on this report. Key Y to include work orders on this report with an order status of material short. Key N to omit work orders from this report which are material short. *Default Value:* Y (A 1) Required
Held	Use this field to determine if you want held work orders to print on this report. Key Y to include held work orders on this report. Key N to omit held work orders with no production activity. If you key N in this field, you will not be able to key a hold code in the *Hld Code* field. *Default Value:* Y (A 1) Required

Open Work Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Hld Code	This field limits the report to work orders with the hold code you enter in this field. Key the hold code you wish to limit this report to. NOTE: If From/To criteria are used on this screen, the hold codes available through the question mark utility will be those hold codes for the company entered in the from field only. (A 2) Optional
Rls Rdy	Use this field to determine if you want work orders with an order status of release ready to print on this report. Key Y to include work orders on this report with an order status of release ready. Key N to omit work orders from this report with an order status of release ready. *Default Value:* Y (A 1) Required
Released	Use this field to determine if you want work orders with an order status of released to print on this report. Key Y to include work orders on this report with an order status of released. Key N to omit work orders from this report with an order status of released. *Default Value:* Y (A 1) Required
Pck Cfmd	Use this field to determine if you want work orders with an order status of pick confirmed to print on this report. Key Y to include work orders on this report with an order status of pick confirmed. Key N to omit work orders from this report with an order status of pick confirmed. *Default Value:* Y (A 1) Required
Routings	Use this field to determine if you want to include routings on the report. Key Y to print routings on this report. Key N to omit routings from this report. If you key N in this field, you must also key N in the *Print Routing Cmts* field, *Print O/S Info* field, and the *O/S Activity* field. *Default Value:* Y (A 1) Required

Open Work Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Co-Prod	Use this field to determine if you want co-product information to print on the report. Key Y to print co-product information on this report. Key N to omit co-product information from this report. *Default Value:* Y (A 1) Required
O/S Detail	Use this field to determine if you want outside service detail information to print on the report. Key Y to print outside service detail information on this report. Y can only be entered in this field if Y is entered in the *Routings* field. Key N to omit outside service detail information from this report. *Default Value:* (A 1) Required
O/S Act	Use this field to determine if you want outside service activity information to print on the report. Key Y to print outside service activity information on this report. Y can only be entered in this field if Y is entered in the *Routings* field. Key N to omit outside service activity information from this report. *Default Value:* Y (A 1) Required
Rtg Cmts	Use this field to determine if you want both general and routing specific comments to print on the report. Key Y to print routings comments on this report. Y can only be entered in this field if Y is entered in the *Routings* field. Key N to omit routing comments from this report. *Default Value:* Y (A 1) Required
Components	Use this field to determine if you want component information for each bill of material to print on the report. Key Y to print component information on this report. Key N to omit component information from this report. *Default Value:* Y (A 1) Required

Open Work Order Detail Screen Fields and Function Keys

Field/Function Key	Description
Prod Act	Use this field to determine if you want production activity information to print on the report. Key Y to print production activity information on this report. Key N to omit production activity information from this report. *Default Value:* Y (A 1) Required
Pg Brk on W/O	Use this field to determine if you want to start the printing of this report on a new page for each successive work order. Key Y to start the printing of this report on a new page for each successive work order. Key N to print work orders one after another on each page of this report. *Default Value:* Y (A 1) Required
F3=Exit	Press to cancel this option and return to the menu.
F4=Maint List	Press this key to create or perform maintenance on item lists. The Item List Screen will appear. Refer to the Cross Applications User Guide for a detailed explanation of this screen.
Enter	Press to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. Following this screen, the Open Work Order Detail Report (p. 18-10) will print.

Open Work Order Detail Report

```
WO352          5/15/97  10:48:57              OPEN WORK ORDER DETAIL              GM/JEANPAUL            Page:    1
Co:01   Work Order:W0100  Item No:                    Revision Level:All    Effective Date:All      Job No:All
To:01        To:W0150
      Start Date:All       Due Date:All       Component WH:All   Finished Goods WH:All   Order Priority:

01/W0148    Effective Date: 3/16/97    Revision Level:            Start Date: 3/16/97   Order Qty:      1.000   U/M:EA
Item No: Nickel Clad 10" bar                              Due Date:   3/16/97   Qty Rec:              Picks Prnt: 4

Co-Product
   Co-Product Item No                    Qty/Parent   U/M   Qty Ordered     Qty Received
   Cap                                 2.00000  EA        11.000
   Brass fasteners - Co-Product - do not use

Components
   Component Item No          Line Status  Qty/Parent   U/M  Qty Order     Qty Commit    Qty B/O
   A120                     PCK PRT        2.00000  BOX      22.000       22.000
   Sharp Bolts
   A160                     PCK PRT        2.00000  EA       22.000       22.000
   3-Washers - 1" Blue

Routing Information

Routing Seq:  10    O/S Shipment
   Dept:      DEPT1  test department one            Rpt Prod Act:Y  Setup Hrs:         Setup Rate:      Setup Amount:
   Wrk Cntr:  WRKC1  Work Center One                Rpt Act Lbr: Y  Run Lbr Hrs:       Run Lbr Rate:    Units/Hour:
   Operation: OPER1  operation number one                                                Qty Cmplt:

O/S Shipment   PO:M00022
  Vendor:1       A&C OFFICE SUPPLY   **HARTFORD           Return Shipment:001  A & C Office Supply
             876 Centerville Road                  WH: 1            876 Centerville Road
```

This listing is printed after pressing ENTER on the Report Options Screen. Refer to the Cross Applications User Guide for details about the Report Options Screen.

Detailed information regarding open work orders appears on this report.

NOTE: This report displays detailed open work order information. Due to space limitations, only a portion of this report is shown in this figure. Additionally, various fields display on this report according to the selection criteria you entered on the Open Work Order Detail Screen (p. 18-2).

Open Work Order Detail Report

Report/Listing Fields	Description
(Header Information)	The header information on this report duplicates the From/To ranges you entered on the Open Work Order Detail Screen (p. 18-2). For a detailed description of these fields, refer to the Open Work Order Detail Screen (p. 18-2).

Open Work Order Detail Report

Report/Listing Fields	Description
(Parent Item Header Information)	The following parent item header information is printed on this report: • *Co/Work Order:* This field displays the company number and work order number for this work order. • *Effective Date:* This field displays the effective date, if applicable, for this work order. • *Revision Level:* This field displays the revision level, if applicable, for this work order. • *Start Date:* This field displays the start date for this work order. • *Order Qty:* This field displays the order quantity for this work order. • *U/M:* This field displays the unit of measure for the parent item associated with this work order. • *Item No:* This field displays the parent item and parent item description associated with this work order. • *Due Date:* This field displays the due date for this work order. • *Qty Rec:* This field displays the quantity received to date for the item associated with this work order. • *Picks Prnt:* This field displays the number of original Pick Lists printed to date for this work order.
Co-Product	The following co-product information is printed on this report: • *Co-Product Item No:* This field displays co-product item number and its description for the co-product associated with this work order. • *Qty/Parent:* This field displays the quantity of this co-product produced per parent. • *U/M:* This field displays the unit of measure for this co-product. • *Qty Ordered*: This field displays the quantity order for the co-product based on the parent order qty multiplied by the qty/parent. • *Qty Received:* This field displays the quantity received to date of the co-product.

Open Work Order Detail Report

Report/Listing Fields	Description
(Component Item Information)	The following component item information is printed on this report: • *Component Item No:* This field displays the component item number and the item description for this component item. • *Line Status:* This field displays the line status for this component item. • *Qty/Parent:* This field displays the quantity per parent needed of this component item. • *U/M:* This field displays the unit of measure for this component item. • *Qty Order:* This field displays the order quantity of this component for this work order based on the parent order quantity multiplied by the qty/parent and then multiplied by the component scrap %. • *Qty Commit:* This field displays the quantity of available inventory committed to this component for this work order. • *Qty B/O:* This field displays the quantity back-ordered of this component item, if applicable.

Open Work Order Detail Report

Report/Listing Fields	Description
(Routing Information)	The following routing information is printed on this report: • *Routing Seq:* This field displays the routing sequence for this routing. • *Dept:* This field displays the department and its description where this routing is performed. • *Wrk Cntr:* This field displays the work center within the department and its description where this operation is performed. • *Operation:* This field displays the operation code and its description for this routing sequence. • *Rpt Prod Act:* This field displays whether or not production activity will be reported for this routing. If this field is Y, production activity is assigned to be reported. If this field is N, production activity is assigned to be omitted for this routing. • *Rpt Act Lbr:* This field displays whether or not actual labor is assigned to be reported for this routing. If this field is Y, actual labor is assigned to be reported. If this field is N, actual labor is assigned to be omitted for this routing. • *Setup Hrs:* This field displays the amount of time required to set up the necessary equipment or tooling before this operation can be run. • *Run Lbr Rate:* This field displays the rate code associated with the labor (activity) in the Units/Hours field. • *Setup Amount:* This field displays the fixed setup cost that is required for the component items for this routing sequence. • *Units/Hour:* This field reflects the number of units for this item produced per hour. • *Qty Cmplt:* This field reflects the quantity completed for the item being processed in this routing sequence. routing sequence.

Open Work Order Detail Report

Report/Listing Fields	Description
Outside Service Information	The following outside service header and detail information is printed on this report: • *Outside Service Description:* This field displays the description of this outside service. • *PO:* This field displays the purchase order number of this outside service. • *Ship Rtg Seq:* This field displays the shipping routing sequence for this outside service. • *Vendor:* This field displays the vendor name for this outside service. • *Vendor Address:* This field displays the vendor address for the vendor of this outside service. • *Return Shipment:* This field displays the return shipment address for this outside service. • *WH:* This field displays the warehouse number of the warehouse for this outside service. • *Order Date:* This field displays the order date for this outside service. • *Due Date:* This field displays the due date for the work order for this outside service. • *Buyer:* This field displays the buyer name for this outside service. • *Item No/Desc:* This field displays the item number and its description for this outside service. • *Qty Received*: This field displays the quantity received for this outside service. • *U/M:* This field displays the unit of measure of the item for this outside service. • *Weight:* This field displays the weight for the item for this outside service.

Open Work Order Detail Report

Report/Listing Fields	Description
Outside Service Shipment Activity	The following outside service shipment activity information is printed on this report only if you keyed Y in the *Prod Acts* field on the Open Work Order Detail Screen (p. 18-2): • *Date:* This field displays the date of this shipment. • *Shipment Number:* This field displays the shipment number for this shipment. • *Item Number:* This field displays the item number of the item being processed for this outside service shipment. • *Qty Shipped:* This field displays the quantity shipped for this shipment. • *U/M:* This field displays the unit of measure of the item being shipped.
Outside Service Receiving Detail	The following outside service receiving detail activity information is printed on this report only if you keyed Y in the *Prod Acts* field on the Open Work Order Detail Screen (p. 18-2): • *Receipt Date:* This field displays the return receipt date of this shipment. • *Item Number:* This field displays the item number of the item being processed for this shipment. • *Qty Received:* This field displays the quantity received for this shipment. • *U/M:* This field displays the unit of measure for the item for this shipment.
Routing Activity Information	The following routing activity information is printed on this report only if you keyed Y in the *Prod Acts* field on the Open Work Order Detail Screen (p. 18-2): • *Employee number/name:* This field displays the number and name of the employee performing this activity. • *Start Date/Time:* This field displays the start date and time that this activity was performed. • *Stop Date/Time:* This field displays the stop date and time this activity was completed. • *Total Time:* This field displays the total time it took to complete this activity. • *Qty Completed:* This field displays the quantity completed for this activity. • *Qty Scrapped:* This field displays the quantity of items scrapped for this activity.

Open Work Order Detail Report

Report/Listing Fields	Description
Routing Comment Information	The following routing information is printed on this report only if you keyed Y in the *Rtg Cmts* field on the Open Work Order Detail Screen (p. 18-2): • *Routing Comment Print Code:* This field displays the comment print code for this routing comment. • *Routing Comments*: This field displays specific routing comments for this routing sequence.

CHAPTER 19

Printing the Open Work Order Components Report

19

Use the Open Work Order Components option to print the Open Work Order Components Report (p. 19-8). Detailed information regarding open work order component information prints on this report. You will be able to print components used for one or more work orders, and list and review back-ordered items.

Open Work Order Components

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Open Work Order Component Report Screen	Used to specify limiting criteria for the report.
Open Work Order Components Report	Prints open work order component information for bills that match the selection criteria.

Open Work Order Component Report Screen

```
                    OPEN WORK ORDER COMPONENT REPORT

  Company?           01
                     From                          To
  Component WH?      _.              -             ...
  Finished Goods WH? ...             -             ...
  Work Order:        ......          -             ......
  Start Date:        .......         -             .......
  Due Date:          .......         -             .......
  Component Item:    ............................ ............................
  - or - Item List?  ...........

 WORK ORDER STATUS:                    WORK ORDER LINE STATUS:
   a) Planned:          Y  (Y/N)         a) Material Short:   Y  (Y/N)
   b) Materials Short:  Y  (Y/N)         b) Release Ready:    Y  (Y/N)
   c) Release Ready:    Y  (Y/N)         c) Pick Printed:     Y  (Y/N)
   d) Released:         Y  (Y/N)         d) Pick Confirmed:   Y  (Y/N)
   e) Pick Confirmed:   Y  (Y/N)         e) Depleted:         Y  (Y/N)
   f) Held:             Y  (Y/N)
   Hold Reason Code?    ...        Print Item: 1 1=Item Only 2=Item and Desc


                                                  F3=Exit   F4=Maint List
```

This screen appears after you selecting the Open Work Order Components option from the Value Added Services Reports Menu (MENU WOREPT). Use the selection criteria on this screen to select what open work order component information you want to print on the report.

NOTE: For the rules of entering from and to ranges, refer to the Cross Applications User Guide.

Open Work Order Component Report Screen Fields and Function Keys

Field/Function Key	Description
Company	This field limits the report to open work orders associated with the company you specify in this field. Key the company number you wish to limit this report to. (N 2,0) Required
Component WH	This field limits the report to work orders that include the component warehouses you specify. Key the component warehouses you wish to limit this report to. Leave both component warehouse fields blank if you wish to print open work orders for all component warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse from which goods are picked. (2 @ A 2) Optional

Open Work Order Component Report Screen Fields and Function Keys

Field/Function Key	Description
Finished Goods WH	This field limits the report to work orders that include the finished goods warehouses you specify. Key the finished goods warehouses you wish to limit this report to. Leave both finished goods warehouse fields blank if you wish to print open work orders for all finished goods warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse that is used for receiving finished goods. (2 @ A 2) Optional
Work Order	This field limits the report to work orders that include the work order numbers you specify. Key the work orders you wish to limit this report to. Leave both work order fields blank if you wish to print all open work orders. (2 @ A 5) Optional
Start Date	This field limits the report to work orders that include the start dates you specify. Key the start dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave both start date fields blank if you wish to print open work orders for all start dates. (2 @ N 6,0) Optional
Due Date	This field limits the report to work orders that include the due dates you specify. Key the due dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave both finished goods warehouse fields blank if you wish to print open work orders for all finished goods warehouse numbers. (2 @ N 6,0) Optional

Open Work Order Component Report Screen Fields and Function Keys

Field/Function Key	Description
Component Item	This field limits the report to component items that include the component item numbers you specify. Key the component items you wish to limit this report to. Leave both component item fields blank and the *Item List* field blank if you wish to print all component items on this report. Additionally, these fields must be left blank if you choose to use item lists. (2 @ A 5) Optional
Item List	This field limits the open work orders that will print on this report to those work orders which use the component items assigned to the specific item list you enter in this field. Key the item list you wish to use to limit the open work orders that print on this report. NOTE: Item lists can be entered and maintained on the Item List Screen. Refer to the Cross Applications User Guide for details about this screen. Use F4 on this screen to access the Item List Screen. Additionally, this field must be left blank if you choose to use the *Component Item* fields. (A 10) Optional
Planned	Use this field to determine if you want planned work orders to print on this report. Key Y to include planned work orders on this report. Key N to omit planned work orders from this report. *Default Value:* Y (A 1) Required
Materials Short	Use this field to determine if you want work orders with an order status of material short to print on this report. Key Y to include work orders on this report with an order status of material short. Key N to omit work orders from this report which are material short. *Default Value:* Y (A 1) Required

Open Work Order Component Report Screen Fields and Function Keys

Field/Function Key	Description
Release Ready	Use this field to determine if you want work orders with an order status of release ready to print on this report. Key Y to include work orders on this report with an order status of release ready. Key N to omit work orders from this report with an order status of release ready. *Default Value:* Y (A 1) Required
Released	Use this field to determine if you want work orders with an order status of released to print on this report. Key Y to include work orders on this report with an order status of released. Key N to omit work orders from this report with an order status of released. *Default Value:* Y (A 1) Required
Pick Confirmed	Use this field to determine if you want work orders with an order status of pick confirmed to print on this report. Key Y to include work orders on this report with an order status of pick confirmed. Key N to omit work orders from this report with an order status of pick confirmed. *Default Value:* Y (A 1) Required
Held	Use this field to determine if you want held work orders to print on this report. Key Y to include held work orders on this report. Key N to omit held work orders from this report. *Default Value:* Y (A 1) Required
Hold Reason Code	This field limits the report to work orders with the hold code you enter in this field. Key the hold code you wish to limit this report to. (A 2) Optional

Open Work Order Component Report Screen Fields and Function Keys

Field/Function Key	Description
Material Short	Use this field to determine if you want work orders with a work order component line status of material short to print on this report. Key Y to include work orders on this report with a work order component line status of material short. Key N to omit work orders from this report which have a work order component line status of material short. *Default Value:* Y (A 1) Required
Release Ready	Use this field to determine if you want work orders with a work order component line status of release ready to print on this report. Key Y to include work orders on this report with a work order component line status of release ready. Key N to omit work orders from this report which have a work order component line status of release ready. *Default Value:* Y (A 1) Required
Pick Printed	Use this field to determine if you want work orders with a work order component line status of pick printed to print on this report. Key Y to include work orders on this report with a work order component line status of pick printed. Key N to omit work orders from this report which have a work order component line status of pick printed. *Default Value:* Y (A 1) Required
Pick Confirmed	Use this field to determine if you want work orders with a work order component line status of pick confirmed to print on this report. Key Y to include work orders on this report with a work order component line status of pick confirmed. Key N to omit work orders from this report which have a work order component line status of pick confirmed. *Default Value:* Y (A 1) Required

Open Work Order Component Report Screen Fields and Function Keys

Field/Function Key	Description
Depleted	Use this field to determine if you want work orders with a work order component line status of depleted to print on this report. Key Y to include work orders on this report with a work order component line status of depleted. Key N to omit work orders from this report which have a work order component line status of pick depleted. *Default Value:* Y (A 1) Required
Print Item	Use this field to assign whether item numbers on this report print with partial item descriptions or full item descriptions. Key Y to print both item numbers and descriptions. Key N to print item numbers only. *Default Value:* Y (A 1) Required
F3=Exit	Press to cancel this option and return to the menu.
F4=Maint List	Press this key to create or perform maintenance on item lists. The Item List Screen will appear. Refer to the Cross Applications User Guide for details about this screen.
Enter	Press to confirm your selections. The Report Options screen will appear. Refer to the Cross Applications User Guide for details about this screen. Following this screen, the Open Work Order Components Report (p. 19-8) will print.

Open Work Order Components Report

```
WO311      5/15/97      11:17:55      OPEN WORK ORDER COMPONENTS REPORT      GM/JEANPAUL          PAGE:   1
                                  Company: 01

 All Cmp WH    All FG WH   W/O No Fr: W0100    All Start Dt          All Due Dt          All Cmp Item
                    To: W0200

 List: *None     W/O STATUS: Planned: Y  Rls Rdy: Y  Pick Conf: Y  LINE STATUS:   Mtl Shrt:   Y   Rls Rdy:   Y   Pick Prnted: Y
                   Mtl Shrt:Y  Released:Y  Held:     Y              Pick Cnfrmd: Y   Depleted:  Y

 Co/ WO#  Status  Due Date  Parent Item No/Desc      Line Status  S/O PO#    Qty Per   U/M   Order Qty    Commit Qty     B/O Qty
  01/W0153 Mtl Shrt 3/21/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       1.000        1.000
  01/W0160 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       5.000        5.000
  01/W0161 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       1.000        1.000
  01/W0162 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       5.000        5.000
  01/W0163 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       1.000        1.000
  01/W0164 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       5.000        5.000
  01/W0168 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       5.000        5.000
  01/W0169 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       5.000        5.000
  01/W0172 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       5.000        5.000
  01/W0177 Mtl Shrt 3/25/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 EA       5.000        5.000
  01/W0152 Mtl Shrt 3/21/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 BOX      5.000        5.000
  01/W0153 Mtl Shrt 3/21/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 BOX      1.000        1.000
  01/W0161 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 BOX      1.000        1.000
  01/W0162 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 BOX      5.000        5.000
  01/W0163 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 BOX      1.000        1.000
  01/W0164 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 BOX      5.000        5.000
  01/W0168 Mtl Shrt 3/24/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 BOX      5.000        5.000
  01/W0197 Mtl Shrt 3/28/97 A100PR  " 40% Nickel Clad Dia Pck Ready            1.00000 BOX      2.000        2.000
  01/W0114 Released 3/12/97 A100PR  " 40% Nickel Clad Dia Pck Prtd            1.00000 BOX      1.000        1.000
  01/W0183 Released 3/25/97 A100PR  " 40% Nickel Clad Dia Pck Prtd            1.00000 BOX      4.000        4.000
  01/W0141 Confmed  3/14/97 A100PR  " 40% Nickel Clad Dia Pck Cnfmd            1.00000 BOX      2.000        2.000
  01/W0141 Confmed  3/14/97 A100PR  " 40% Nickel Clad Dia Depleted            1.00000 BOX      3.000        3.000

                                        Totals:     5,000,055.000      743.000  4,999,312.000
```

This listing prints after pressing ENTER on the Report Options Screen. Refer to the Cross Applications User Guide for details about the Report Options Screen.

Detailed information regarding open work order component information is printed on this report.

Open Work Order Components Report

Report/Listing Fields	Description
(Header Information)	The header information on this report duplicates the From/To ranges you entered on the Open Work Order Component Report Screen (p. 19-2). For a detailed description of these fields, refer to the Open Work Order Component Report Screen (p. 19-2).

Open Work Order Components Report

Report/Listing Fields	Description
(Open Work Order Information)	The following open work order component information is printed on this report: • *Co/WO No:* This field displays the company number and work order number for the work order associated with this component item. • *Status:* This field displays the order status for this work order. • *Due Dt:* This field displays the due date for this work order. • *Parent Item No/Desc:* This field displays the parent item number and description of the parent item associated with this component. • *Line Status:* This field displays the line status for this work order. • *S/O PO# :* This field displays the special order purchase order for this work order, if applicable. • *Qty Per:* This field displays the component quantity per parent item for this work order. • *U/M:* This field displays the unit of measure for this component item. • *Order Qty:* This field displays the order quantity for the parent item associated with this work order. • *Commit Qty:* This field displays the committed quantity to date for this component item for this work order. • *B/O Qty:* This field displays the back-ordered quantity for this component item for this work order.

CHAPTER 20

Printing the Work Order History Summary Report

20

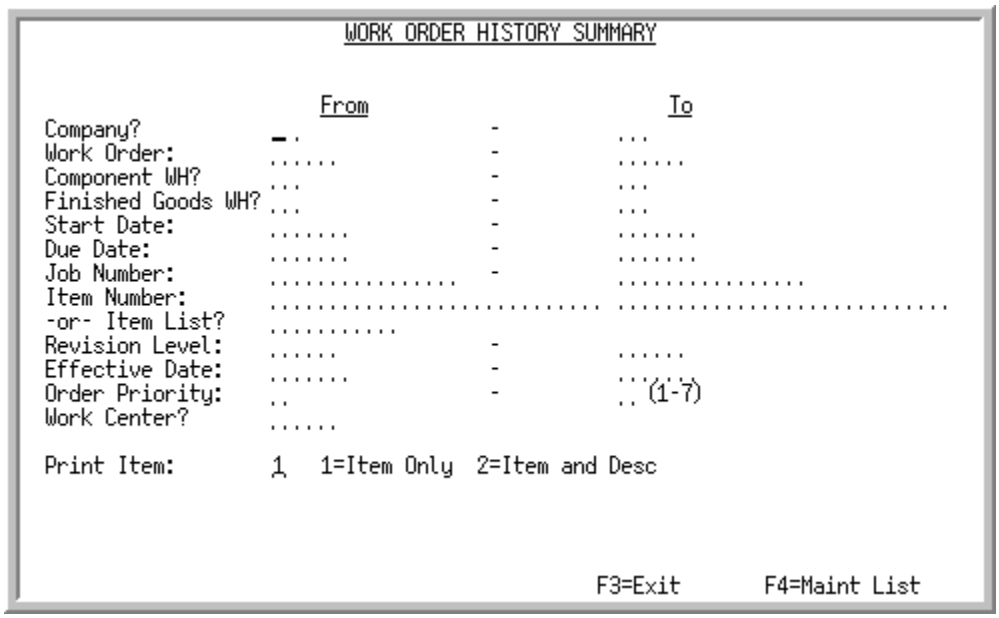
Use the Work Order History Summary option to print the Work Order History Summary Report (p. 20-7). Detailed information regarding closed work orders will print on this report. You will be able to review all closed work order information, parent item information, quantity information, start and due date information, effective date and revision level information, outside service information, and order status.

Work Order History Summary

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order History Summary Screen	Used to specify limiting criteria for the report.
Work Order History Summary Report	Prints detailed information about closed work orders that match the selection criteria.

Work Order History Summary Screen



This screen appears after you select the Work Order History Summary option from the Value Added Services Reports Menu (MENU WOREPT). Use the criteria on this screen to select which closed work orders you wish to print on the Work Order History Summary Report.

NOTE: For the rules of entering from and to ranges, refer to the Cross Applications User Guide.

Work Order History Summary Screen Fields and Function Keys

Field/Function Key	Description
Company	This field limits the report to work orders that include the companies you specify. Key the company numbers you wish to limit this report to. Leave both company fields blank if you wish to print work orders for all companies. (2 @ N 2,0) Optional
Work Order	This field limits the report to work orders that include the work order numbers you specify. Key the work orders you wish to limit this report to. Leave both work order fields blank if you wish to print all work orders. (2 @ A 5) Optional

Work Order History Summary Screen Fields and Function Keys

Field/Function Key	Description
Component WH	This field limits the report to work orders that include the component warehouses you specify. Key the component warehouses you wish to limit this report to. Leave both component warehouse fields blank if you wish to print work orders for all component warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse from which goods are picked. NOTE: If a valid value is keyed in the *Work Center* field, then you cannot enter a range of component warehouses. (2 @ A 2) Optional
Finished Goods WH	This field limits the report to work orders that include the finished goods warehouses you specify. Key the finished goods warehouses you wish to limit this report to. Leave both finished goods warehouse fields blank if you wish to print work orders for all finished goods warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse that is used for receiving finished goods. (2 @ A 2) Optional
Start Date	This field limits the report to work orders that include the start dates you specify. Key the start dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave both start date fields blank if you wish to print work orders for all start dates. (2 @ N 6,0) Optional

Work Order History Summary Screen Fields and Function Keys

Field/Function Key	Description
Due Date	This field limits the report to work orders that include the due dates you specify. Key the due dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave both due date fields blank if you wish to print work orders for all due dates. (2 @ N 6,0) Optional
Job Number	This field limits the report to work orders that include the job numbers you specify. Key the job numbers you wish to limit this report to. Leave both job number fields blank if you wish to print work orders for all job numbers. (2 @ A 15) Optional
Item Number	This field limits the report to work orders that include the parent items you specify. Key the item numbers you wish to limit this report to. Leave these fields and the *Item List* field blank if you wish to print work orders for all parent items. Additionally, both *Item Number* fields must be left blank if you choose to use item lists. (2 @ A 27) Optional
Item List	This field limits the work orders that will print on this report to those work orders which use the parent items assigned to the specific item list you specify. Key the item list you wish to use to limit the work orders that print on this report. NOTE: Item lists can be entered and maintained on the Item List Screen Use F4 on this screen to access the Item List Screen. Refer to the Cross Applications User Guide for details about this screen. Additionally, the *Item List* field must be left blank if you choose to use item numbers. (A 10) Optional

Work Order History Summary Screen Fields and Function Keys

Field/Function Key	Description
Revision Level	This field limits the report to work orders that include the revision levels you specify. Key the revision levels you wish to limit this report to. Leave both revision level fields blank if you wish to print work orders for all revision levels. (2 @ A 5) Optional
Effective Date	This field limits the report to work orders that include the effective dates you specify. Key the effective dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave both effective date fields blank if you wish to print work orders for all effective dates. (2 @ N 6,0) Optional
Order Priority	This field limits the report to work orders that include the order priority you specify. Key the order priority you wish to limit this report to. *Valid Values:* 1 through 7, if Y has been selected for the priority in Order Entry Options Maintenance (MENU XAFILE -Option 5). (2 @ A 5) Optional
Work Center	This field limits the report to work orders that include activity in the work center you specify. Key the work center you wish to limit this report to. (A 5) Optional
Print Item	Use this field to assign whether item numbers on this report print with no item description or full item descriptions. Key 1 to print item numbers only. Key 2 to print item numbers and descriptions. *Default Value:* 1 (N 1,0) Required
F3=Exit	Press to cancel this option and return to the menu.
F4=Maint List	Press this key to create or perform maintenance to item lists. The Item List Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Work Order History Summary Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selections. The Report Options screen will appear. Refer to the Cross Applications User Guide for details about this screen. Following this screen, the Work Order History Summary Report (p. 20-7) will print.

Work Order History Summary Report

```
WO361      5/15/97      11:41:19        WORK ORDER HISTORY SUMMARY REPORT      GM/JEANPAUL          PAGE:   1

All Companies          Fr W/O No:W0300   All Component WHs  All FG WHs        All Start Dates      All Due Dates
                 To W/O No:W350
All Job Numbers        All Item Numbers                Itm List: *None    All Rev Lvls        All Eff Dates

All Order Priorities     Work Cntr:

Co/WO No. FGWH CoWH O/P Parent Item No.          Rev Lvl   Eff Dt    Order Qty    Cmpltd Qty  U/M Start Dt   Due Dt

01/W0552   1    1    3  PPPAR1 Item 1                  5/07/97       1.000       1.000  EA   5/07/97  5/09/97
01/W0551   1    1    3  PPPAR2 Item 2                  5/07/97       1.000       1.000  EA   5/07/97  5/09/97
01/W0577   1    1    3  TUBE1 Red tube                 5/08/97       1.000       1.000  EA   5/08/97  5/08/97
01/W0579   1    1    3  TUBE1 Blue tube                5/08/97       1.000       1.000  EA   5/09/97  5/09/97
01/W0451   1    1    3  100B Blanks                  5/02/97      10.000      10.000  EA   5/02/97  5/02/97
01/W0456   1    1    3  100B Blanks                  5/02/97      10.000      10.000  EA   5/03/97  5/03/97
01/W0458   1    1    3  100B Blanks                  5/02/97       5.000       5.000  EA   5/03/97  5/03/97
01/W0459   1    1    3  100B Blanks                  5/02/97       1.000       1.000  EA   5/03/97  5/03/97
01/W0461   1    1    3  100B Blanks                  5/02/97       1.000       1.000  EA   5/03/97  5/03/97
01/W0462   1    1    3  100B Blanks                  5/02/97       1.000       1.000  EA   5/03/97  5/03/97
01/W0464   1    1    3  100B Blanks                  5/02/97       1.000       1.000  EA   5/03/97  5/03/97
01/W0465   1    1    3  100B Blanks                  5/02/97       1.000       1.000  EA   5/03/97  5/03/97
01/W0467   1    1    3  100B Blanks                  5/02/97       1.000       1.000  EA   5/03/97  5/03/97
```

This listing is printed after pressing ENTER on the Report Options Screen. Refer to the Cross Applications User Guide for details about the Report Options Screen.

Detailed information regarding closed work orders will print on this report.

Work Order History Summary Report

Report/Listing Fields	Description
(Header Information)	The header information on this report duplicates the From/To ranges you entered on the Work Order History Summary Screen (p. 20-2) for the work order criteria you selected. For a detailed description of these fields refer to the Work Order History Summary Screen (p. 20-2).

Work Order History Summary Report

Report/Listing Fields	Description
(Open Work Order Information)	The following work order information for closed work orders is printed on this report: • *Co/WO No:* This field displays the company number and work order number for this work order. • *FGWH:* This field displays the finished goods warehouse assigned to this work order. • *CoWH:* This field displays the component warehouse assigned to this work order. • *O/P:* This field displays the order priority assigned to this work order. • *Parent Item No:* This field displays the parent item number of the parent item for this work order. • *Rev Lvl:* This field displays the revision level, if applicable, for the bill used for this work order. • *Eff Dt:* This field displays the effective date, if applicable, for the bill used for this work order. • *Order Qty:* This field displays the order quantity for the parent item associated with this work order. • *Cmpltd Qty:* This field displays the final completed quantity of the parent item associated with this work order. • *U/M*: This field displays the unit of measure for the parent item associated with this work order. • *Start Dt:* This field displays the start date for this work order. • *Due Dt:* This field displays the completion date for this work order.

CHAPTER 21

Printing Work Order History Cost Sheets

21

Use the Work Order History Cost Sheets option to print the Work Order History Cost Sheet Report (p. 21-7). Detailed information regarding expected and actual costs for completed work orders prints on this report. Frozen cost and quantity information on this report are based on current work order information when the work order is released.

Work Order History Cost Sheets

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order History Cost Sheets Screen	Used to specify limiting criteria for the report.
Work Order History Cost Sheet Report	Prints expected and actual costs for completed work orders that match the selection criteria.

Work Order History Cost Sheets Screen

```
                    WORK ORDER HISTORY COST SHEETS

                    From                        To
Company?            _.                  -       ...
Work Order:         ......              -       ......
Component WH?       ...                 -       ...
Finished Goods WH?  ...                 -       ...
Start Date:         .......             -       .......
Due Date:           .......             -       .......
Job Number:         ................    -       ................
Item Number:        ............................ ............................
-or- Item List?     ...........
Revision Level:     ......              -       ......
Effective Date:     .......             -       .......
Order Priority:     ..                  -       .. (1-7)
Work Center?        ......

Expected Material Cost:  ..  S=Standard  U=User  L=Last  A=Average
Print Item Description:  1  1=Item Only  2=Item and Desc



                                                F3=Exit      F4=Maint List
```

This screen appears after you select the Work Order History Cost Sheets from the Value Added Services Reports Menu (MENU WOREPT). The fields on this screen allow you to tailor the report to display the expected and actual cost for the completed work orders you wish to print on this report.

Use the selection criteria on this screen to select which completed work orders you wish to print on the report. By entering work order and work order information ranges you can tailor which work orders to print on the report.

NOTE: For the rules of entering From/To ranges, refer to the Cross Applications User Guide.

Work Order History Cost Sheets Screen Fields and Function Keys

Field/Function Key	Description
Company	This field limits the report to work orders that include the companies you specify. Key the company numbers you wish to limit this report to. Leave both company fields blank if you wish to print work orders for all companies. (2 @ N 2,0) Optional

Work Order History Cost Sheets Screen Fields and Function Keys

Field/Function Key	Description
Work Order	This field limits the report to work orders that include the work order numbers you specify. Key the work orders you wish to limit this report to. Leave both work order fields blank if you wish to print all work orders. (2 @ A 5) Optional
Component WH	This field limits the report to work orders that include the component warehouses you specify. Key the component warehouses you wish to limit this report to. Leave both component warehouse fields blank if you wish to print work orders for all component warehouses. NOTE: If a valid value is keyed in the *Work Center* field, then you cannot enter a range of component warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE and designated as the warehouse from which goods are picked. (2 @ A 2) Optional
Finished Goods WH	This field limits the report to work orders that include the finished goods warehouses you specify. Key the finished goods warehouse numbers you wish to limit this report to. Leave both finished goods warehouse fields blank if you wish to print work orders for all finished goods warehouses. *Valid Values:* A valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE) and designated as the warehouse that is used for receiving finished goods. (2 @ A 2) Optional
Start Date	This field limits the report to work orders that include the start dates you specify. Key the start dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave both start date fields blank if you wish to print work orders for all start dates. (2 @ N 6,0) Optional

Work Order History Cost Sheets Screen Fields and Function Keys

Field/Function Key	Description
Due Date	This field limits the report to work orders that include the due dates you specify. Key the due dates you wish to limit this report to. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). Leave both due date fields blank if you wish to print work orders for all due dates. (2 @ N 6,0) Optional
Job Number	This field limits the report to work orders that include the job numbers you specify. Key the job numbers you wish to limit this report to. Leave both job number fields blank if you wish to print work orders for all job numbers. (2 @ A 15) Optional
Item Number	This field limits the report to work orders that include the parent items you specify. Key the item numbers you wish to limit this report to. Leave both item number fields blank if you wish to print work orders for all parent items. Additionally, both *Item Number* fields must be left blank if you choose to use item lists. (2 @ A 27) Optional
Item List	This field limits the work orders that will print on this report to those work orders which use the parent items assigned to the specific item list you enter in this field. Key the item list you wish to use to limit the work orders that print on this report. NOTE: Item lists can be entered and maintained on the Item List Screen. Use F4 on this screen to access the Item List Screen. Refer to the Cross Applications User Guide for details about this screen. (A 10) Optional

Work Order History Cost Sheets Screen Fields and Function Keys

Field/Function Key	Description
Revision Level	This field limits the report to work orders that include the revision levels you specify. Key the revision levels you wish to limit this report to. Leave both revision level fields blank if you wish to print work orders for all revision levels.
Effective Date	This field limits the report to work orders that include the effective dates you specify. Key the effective dates you wish to limit this report to. Leave both effective date fields blank if you wish to print work orders for all effective dates. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Order Priority	This field limits the report to work orders that include the order priority you enter in this field. Key the order priority you wish to limit this report to. *Valid Values:* 1 through 7, if Y has been selected for the priority in Order Entry Options Maintenance (MENU XAFILE). (2 @ A 5) Optional
Work Center	This field limits the report to work orders that include activity in the work center you enter in this field. Key the work center you wish to limit this report to. (A 5) Optional
Expected Material Cost	This field limits the report to work orders with the expected material cost you enter in this field. Key S to use standard costs for items on this report. Key U to use user costs for items on this report. Key L to use last costs for items on this report. Key A to use average costs for items on this report. *Valid Values:* S, U, L, A (A 1) Required

Work Order History Cost Sheets Screen Fields and Function Keys

Field/Function Key	Description
Print Item Description	Use this field to assign whether item numbers on this report print with partial item descriptions or full item descriptions. Key 1 to print item numbers only. Key 2 to print item numbers and descriptions. *Default Value:* 1 (N 1,0) Required
F3=Exit	Press to cancel this option and return to the menu.
F4=Maint List	Press this key to create or perform maintenance to item lists. The Item List Screen will appear. Refer to the Cross Applications User Guide for details about this screen.
Enter	Press to confirm your selections. The Report Options screen will appear. Refer to the Cross Applications User Guide for details about this screen. Following this screen, the Work Order History Cost Sheet Report (p. 21-7) will print.

Work Order History Cost Sheet Report

```
WO366      5/15/97      12:21:52      WORK ORDER HISTORY COST SHEET      GM/JEANPAUL      PAGE:   1

 All Companies      All Work Orders   All Component WHs  All FG WHs      All Start Dates      All Due Dates

 All Job Numbers      All Item Numbers              Itm List: *None     All Rev Lvls      All Eff Dates

 All Order Priorities     Work Cntr:      Expected Material Cost: Last


CO/Work Order  Parent Item No./Description  Effective    Entry    Start     Due  Complete       Order  U/M  Total Receipt
                                  Date       Date     Date     Date   Date       Quantity       Quantity

01/W0093      A100    Faz Machine       2/24/97   3/10/97  3/10/97  3/10/97              1.000  BOX          1.000
          Revision Level: 21   Job Number:123          Drawing Number: HJ23H

MATERIAL COSTS            Expected Qty   Actual Qty   Qty Variance U/M Expected Cost  Actual Cost Variance Cost U/M  Expensed Cost
 Component
A160                    1.00       1.000        .000 EA       2.16       2.16        .00 EA        .00

          TOTAL MATERIAL COSTS:                                  2.16                .00
                                                          2.16                .00
```

This report is printed after pressing ENTER on the Report Options Screen. Refer to the Cross Applications User Guide for details about the Report Options Screen.

Detailed information regarding expected and actual costs for completed work orders print on this report. Frozen cost and quantity information on this report is based on current work order information when the work order is released.

NOTE: This report displays detailed work order information. Due to space limitations, only a portion of this report is shown in this figure, although all fields are explained. Additionally, various fields display on this report according to the selection criteria you entered on the Work Order History Cost Sheets Screen (p. 21-2).

Work Order History Cost Sheet Report

Report/Listing Fields	Description
(Header Information)	The header information on this report duplicates the From/To ranges you entered on the Work Order History Cost Sheets Screen (p. 21-2). For a detailed description of these fields, refer to the Work Order History Cost Sheets Screen (p. 21-2).

Work Order History Cost Sheet Report

Report/Listing Fields	Description
(Work Order Information)	The following work order information is printed on this report: • *Co/Work Order:* This field displays the company number and work order number for this work order. • *Parent Item No/Description:* This field displays the parent item number and description of the parent item associated with this work order. • *Effective Date:* This field displays the effective date, if applicable, for this work order. • *Entry Date:* This field displays the date this order was entered into your system. • *Start Date*: This field displays the start date for this work order. • *Due Date:* This field displays the due date for this work order. • *Complete Date:* This field displays the day this order was completed. • *Order Quantity:* This field displays the total order quantity for this work order. • *U/M:* This field displays the unit of measure for the parent item associated with this work order. • *Total Receipt Quantity*: This field displays the total receipt quantity for this work order. • *Revision Level:* This field displays the revision level, if applicable, for this work order. • *Job Number:* This field displays the job number assigned to this work order. • *Drawing Number:* This field displays the drawing number assigned to this work order.

Work Order History Cost Sheet Report

Report/Listing Fields	Description
Material Cost Information	The following material cost information is printed on this report: • *Component Item Number:* This field displays the component item number of this component. • *Expected Quantity:* This field displays the expected quantity of this component item for this work order. • *Actual Quantity:* This field displays the actual quantity of this component item for this work order. • *Quantity Variance:* This field displays the quantity variance of this component for this work order. • *Expected Cost:* This field displays the expected cost of this component item for this work order. • *Actual Cost:* This field displays the actual cost of this component item for this work order. • *Cost Variance:* This field displays the cost variance of this component item for this work order. • *Expensed Cost*: This field displays the expensed cost of this component item for this work order.
Component Item Information	The following component item information is printed on this report: • *Total Expected Cost:* This field displays the total expected cost of this component item for this work order. • *Total Actual Cost:* This field displays the total actual cost of this component item for this work order. • *Total Cost Variance:* This field displays the total cost variance of this component item for this work order. • *Total Expense Cost:* This field displays the total expense cost of this component item for this work order.

Work Order History Cost Sheet Report

Report/Listing Fields	Description
Labor Costs	The following labor cost information is printed on this report: • *Routing Sequence:* This field displays the routing sequence for this routing. • *Department Code:* This field displays the department code for this routing. • *Work Center Code:* This field displays the work center code for this routing. • *Operation Code:* This field displays the operation code for this routing. • *Expected Labor Cost:* This field displays the expected labor cost for this routing. • *Actual Labor Cost:* This field displays the actual labor cost for this routing. • *Labor Variance:* This field displays the labor variance for this routing. • *Expensed Labor Cost:* This field displays the expensed labor cost for this routing.
Total Labor Cost Information	The following total labor cost information is printed on this report: • *Total Expected Labor Cost:* This field displays the total expected labor cost of this routing. • *Total Actual Labor Cost:* This field displays the total actual labor cost of this routing. • *Total Cost Variance:* This field displays the total cost variance of this routing. • *Total Expense Labor Cost:* This field displays the total expense labor cost of this routing.

Work Order History Cost Sheet Report

Report/Listing Fields	Description
Overhead Information	The following overhead information is printed on this report: • *Routing Sequence:* This field displays the routing sequence for this routing. • *Department Code*: This field displays the department code for this routing. • *Work Center Code:* This field displays the work center code for this routing. • *Operation Code:* This field displays the operation code for this routing. • *Expected Overhead:* This field displays the expected overhead for this routing. • *Actual Overhead:* This field displays the actual overhead for this routing. • *Overhead Variance:* This field displays the overhead variance for this routing.
Outside Service Cost Information	The following outside service cost information is printed on this report: • *Vendor Number*: This field displays the vendor number of the vendor assigned to perform this outside service. • *Item Number:* This field displays the item number of the item to be shipped for this outside service. • *Operation:* This field displays the operation for this outside service. • *PO Number:* This field displays the purchase order number for this outside service. • *Expected Service Quantity:* This field displays the expected service quantity of this item for this outside service. • *Actual Service Quantity:* This field displays the actual service quantity of this item for this outside service. • *Quantity Variance:* This field displays the quantity variance of this item for this outside service. • *Expected Cost:* This field displays the expected cost of this outside service. • *Actual Cost:* This field displays the actual cost of this outside service. • *O/S Cost Variance:* This field displays the outside service cost variance for this outside service. • *Expensed Cost:* This field displays the expensed cost of this outside service.

Work Order History Cost Sheet Report

Report/Listing Fields	Description
Outside Service Cost Information	The following outside service cost information is printed on this report: • *Expected Cost*: This field displays the expected cost of this outside service. • *Actual Cost:* This field displays the actual cost of this outside service. • *Cost Variance:* This field displays the cost variance for this outside service. • *Expensed Cost:* This field displays the expensed cost for this outside service.
Special Charges Information	The following special charges information is printed on this report: • *Expected cost:* This field displays the expected cost for special charges for this work order. • *Actual cost:* This field displays the actual cost for special charges for this work order.
Work Order Total Information	The following work order total information is printed on this report: • *Total Expected Cost:* This field displays the total expected cost for this work order. • *Total Actual Cost*: This field displays the total actual cost for this work order. • *Total variance:* This field displays the total variance for this work order. • *Total Expenses*: This field displays the total expenses for this work order.

Work Order History Cost Sheet Report

Report/Listing Fields	Description
Variance Percent Information	The variance percentage at the work order total level prints on this report. The variance percentage is calculated as Total Actual Cost - Total Expected Cost = Variance Cost Variance Cost / Total Expected Cost = Sub Percentage Sub Percentage * 100 = Variance Percent Variance percentage can be positive or negative, depending on the expected and actual costs. For example: 100 - 90 = 10 10 / 90 = 0.1111 0.1111 * 100 = 11.11% (The actual cost is greater than the expected cost by 11.11%.) 90 - 100 = -10 -10 / 100 = -0.1 -0.1 * 100 = -10.00% (The actual cost is less than the expected cost by 10.00%.) NOTE: The Expected Labor Cost is calculated using the current labor rate and the Expected Overhead is calculated using the work center's current overhead. A variance may occur if the current values changed since the work order receipts were posted.
Parent/Co-Product Cost Distribution Information	The following parent/co-product cost distribution information is printed on this report: • *Parent/Co-Product Item Number:* This field displays the parent item or co-product item number for this item. • *Qty Produced:* This field displays the quantity produced for this work order. • *U/M:* This field displays the unit of measure of this item for this work order. • *Current Average/Standard/User/Last Cost*: This field displays the cost of this item. • *Current User or Standard Cost:* This field displays either the user or standard cost of this item. • *Average Unit Cost (average of all partial receipts):* This field displays the average unit cost of this item. • *Total Cost:* This field displays the unit cost of this item for this work order.

Work Order History Cost Sheet Report

Report/Listing Fields	Description
Parent/Co-Product Cost Distribution Total Information	The following parent/co-product cost distribution total information is printed on this report: • *Total Cost:* This field displays the total cost of this item for this work order.

CHAPTER 22 Maintaining Departments

22

A department represents a functional area in a warehouse where work or activity is performed. A department is used in Value Added Services to track work in progress within the routing process of a particular work order. Each routing step has a department associated with it to identify where the work in that routing is being performed.

The Departments Maintenance option on the Value Added Services File Maintenance (MENU WOFILE) allows you to add or change a department for a specific warehouse. You can print a listing of defined departments using the Department Listing option.

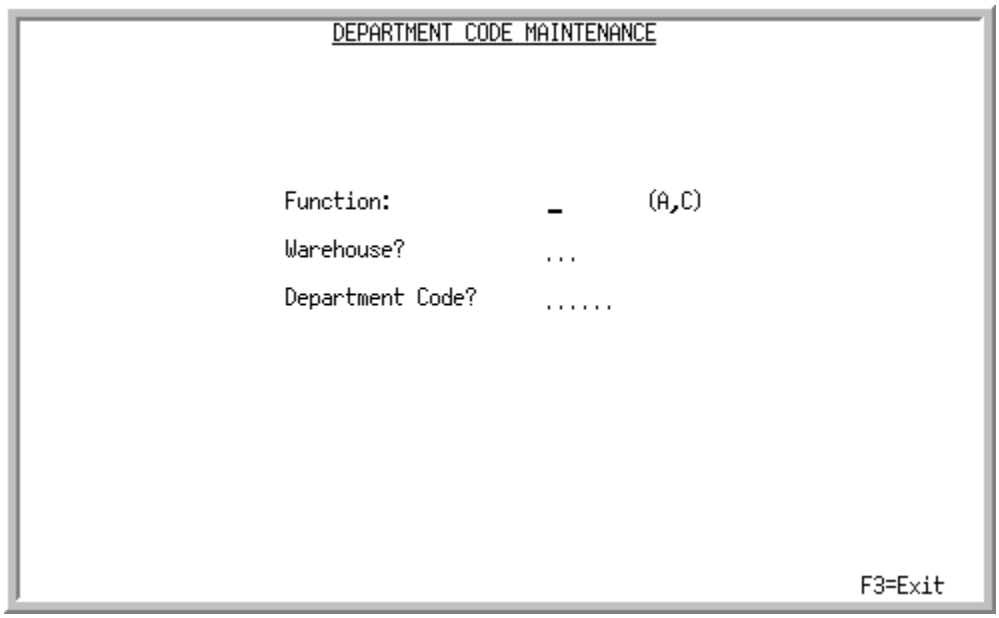
NOTE: If Customer Consignment is installed, Department Maintenance is not available for customer consignment warehouses.

Departments Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Department Code Maintenance Selection Screen	Used to specify the department code being maintained.
Department Code Maintenance Screen	Used to define the department code.

Department Code Maintenance Selection Screen



This screen appears after you select the Department Maintenance option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to add a department code or change an existing department code's description.

NOTE: If Customer Consignment is installed, department code maintenance is not available for customer consignment warehouses.

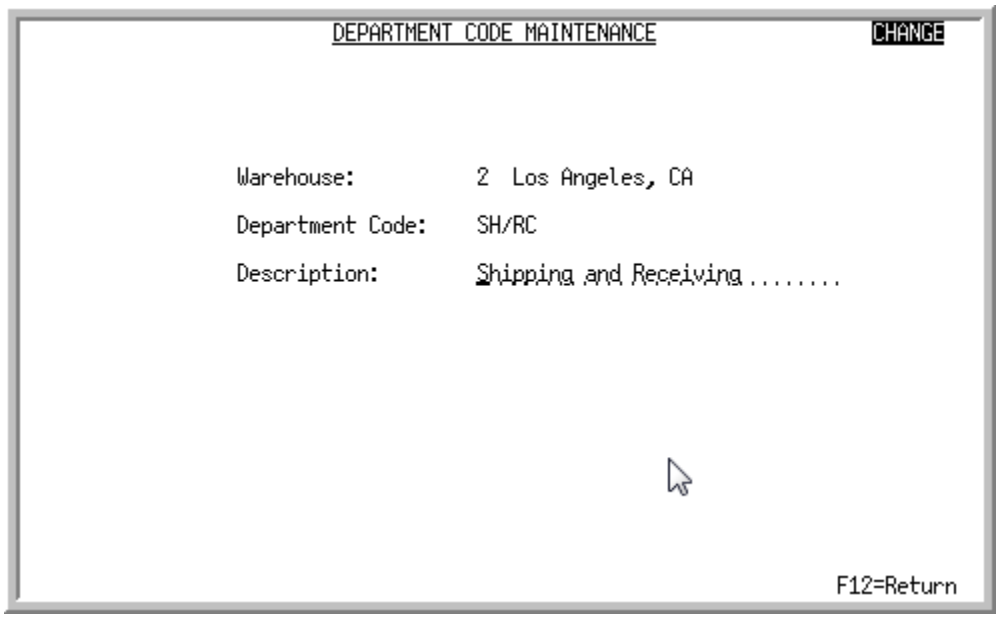
Department Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to indicate the function you are performing. Key A to add a new department code. Key C to change the description of an existing department code. (A 1) Required
Warehouse	Key the two character ID of the warehouse in which the department you are adding or changing resides. *Valid Values:* Must be a valid warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required

Department Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Department Code	Key the code used to identify this department. The department code defined in this field is used in the routing detail process when entering a work order through Maintain Work Orders (MENU WOFILE). NOTE: If you key a ? in this field to display previously defined department codes, only those codes defined for the warehouse you keyed in the *Warehouse* field on this screen will be shown in the valid values pop-up window that displays. If, however, you key a ? in this field and the *Warehouse* field is left blank, all department codes previously defined through this menu option will be shown in the valid values pop-up window that displays. *Valid Values:* Up to five characters used to describe the department within a warehouse where work is performed. (A 5) Required
F3=Exit	Press to cancel this option and return to the menu.
Enter	Press to confirm your selection. The Department Code Maintenance Screen (p. 22-4) will appear.

Department Code Maintenance Screen



This screen appears after you press ENTER on the Department Code Maintenance Selection Screen (p. 22-2). Use this screen to enter a description for the department you are adding, or change the description of an existing department.

Department Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter a description of the department you are adding or changing. Key a description to be associated with the department code you are adding, or change the description of an existing department. (A 30) Required
F12=Return	Press to return to the Department Code Maintenance Selection Screen (p. 22-2) without saving any additions/changes made to this screen.
Enter	Press to confirm your selection and return to the Department Code Maintenance Selection Screen (p. 22-2).

Departments Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Department Code File Listing	Prints a list of all defined departments.

Department Code File Listing

```
WO811  10/09/96  13.43.58              DEPARTMENT CODE FILE LIST              DOC2S1   CTINDY     PAGE   1

                          WAREHOUSE: HL test warehouse

                        Department              Department
                          Code                    Name
-------------------------------------------------------------------------------------------------------------------

                          D1          Dept One
                          METAL         Metal Department
                          PAINT        Paint Department
                          RTOOL         Retooling Department
```

This listing prints after pressing ENTER on the Report Options Screen, which appears after you select the Departments Listing option from the Value Added Services File Maintenance Menu (MENU WOFILE). (Refer to the Cross Applications User Guide for details about the Report Options Screen). The department codes and descriptions print on this listing.

For an explanation of the fields on this listing, refer to “Departments Maintenance” on page 22-1.

CHAPTER 23 Maintaining Work Centers

23

A work center represents a physical work unit within a plant. It is the individual location in the routing of an item where assembly or customization of a component is performed. Value Added Services allows one or several work centers in a routing, allowing you to track work in progress within the routing process.

You can use the Work Centers Maintenance option on the Value Added Services File Maintenance Menu (MENU WOFILE) to maintain a work center for a specific plant. The You can print a list of defined work centers using the Work Centers Listing option.

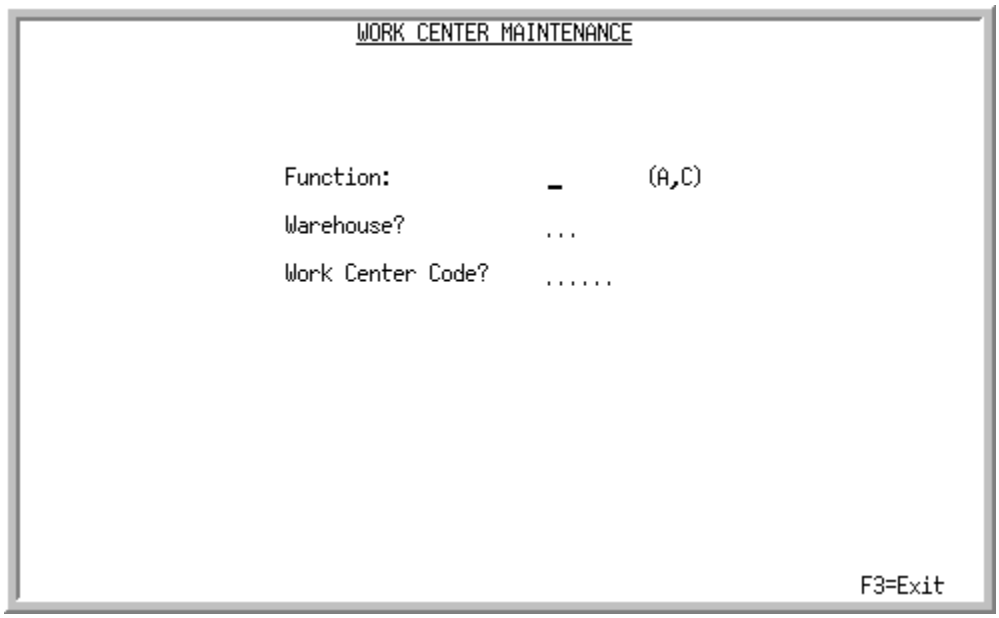
NOTE: If Customer Consignment is installed, Work Center Maintenance is not available for customer consignment warehouses.

Work Centers Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Center Maintenance Selection Screen	Used to specify the work center being maintained.
Work Center Maintenance Screen	Used to define the work center.

Work Center Maintenance Selection Screen



This screen appears after you select the Work Centers Maintenance option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to add a work center for a plant or change criteria of an existing work center.

NOTE: If Customer Consignment is installed, work center maintenance is not available for customer consignment warehouses.

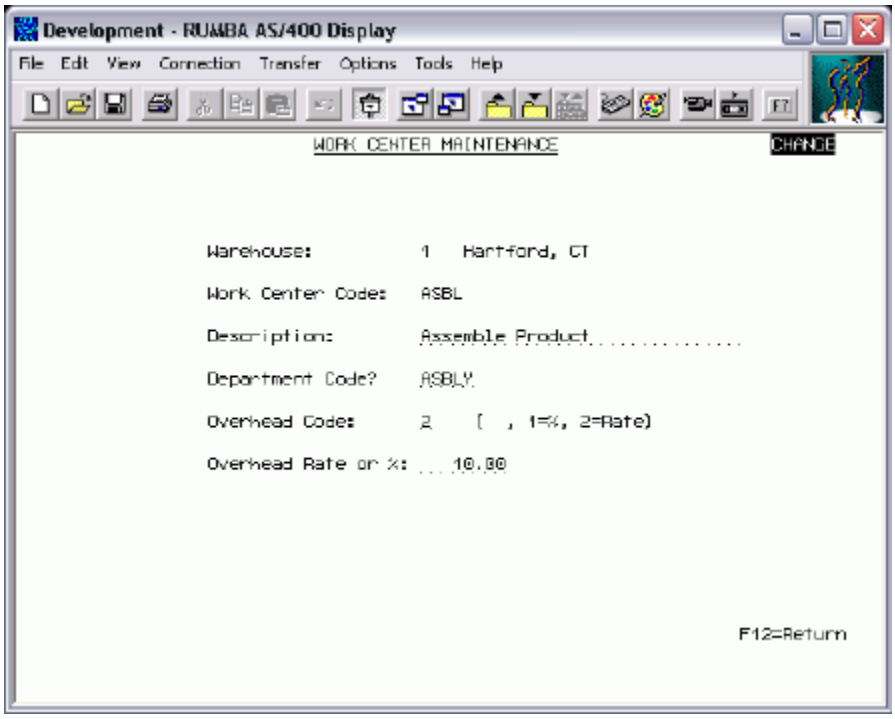
Work Center Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to indicate the function you are performing. Key A to add a new work center. Key C to change information relating to an existing work center. (A 1) Required
Warehouse	Key the two character ID of the warehouse in which the work center you are adding or changing resides. *Valid Values:* Must be a valid warehouse defined through Warehouse Numbers maintenance (MENU IAFILE). (A 2) Required

Work Center Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Work Center Code	Use this field to enter the work center to be associated with the selected plant. Key the code used to identify the work center you are adding or for which you are changing information. This code reflects the individual location in the routing of an item where assembly or customization of a component is performed. NOTE: If you key a ? in this field to display previously defined work center codes, only those codes defined for the plant you keyed in the *Plant* field on this screen will be shown in the valid values pop-up window that displays. If, however, you key a ? in this field and the *Plant* field is left blank, all work center codes defined for all plants will be shown in the pop-up window. *Valid Values:* Up to five characters used to describe the work center. (A 5) Required
F3=Exit	Press to cancel this option and return to the menu.
Enter	Press to confirm your selection. The Work Center Maintenance Screen (p. 23-4) will appear.

Work Center Maintenance Screen



This screen appears after pressing ENTER on the Work Center Maintenance Selection Screen (p. 23-2). Use this screen to add or change information relating to a work center code.

Work Center Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	This field identifies the work center you are adding or changing. Key a description to be associated with the work center you are adding, or change the description of an existing work center. (A 30) Required

Work Center Maintenance Screen Fields and Function Keys

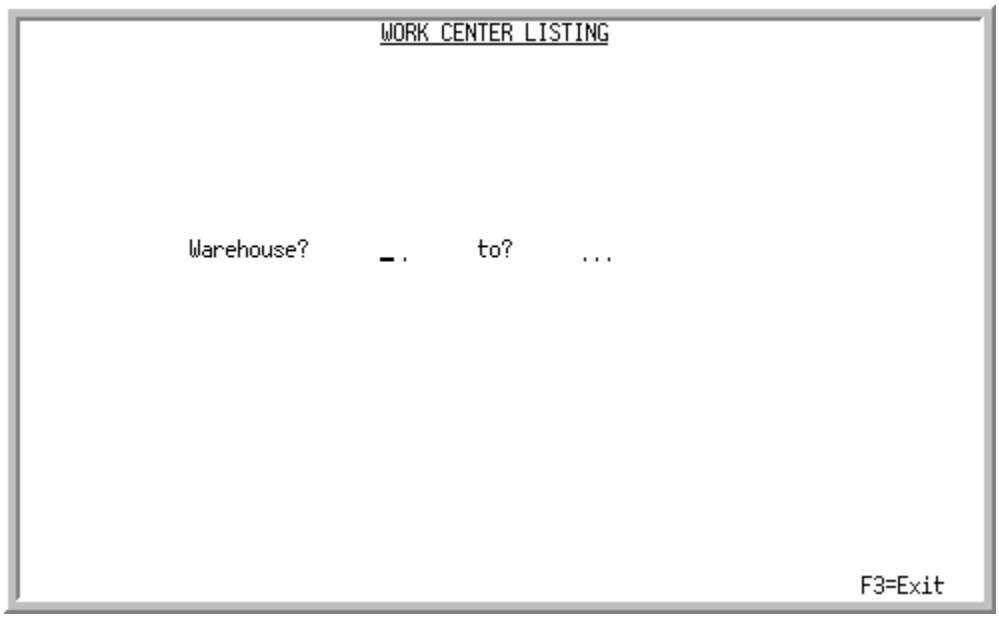
Field/Function Key	Description
Department Code	This field represents the department the selected work center resides in. Work center codes are unique to a department. Key the code used to identify the department for which you are adding or changing a work center. The department code as well as the work center is used when entering work orders in Value Added Services through Maintain Work Orders (MENU WOMAIN). NOTE: If you key a ? in this field, the department codes setup for the plant displayed on this screen will be shown in the valid values pop-up window that displays. *Valid Values:* A department code defined through Department Code Maintenance (MENU WOFILE). (A 5) Required
Overhead Code	Use this field to indicate how labor will be calculated for the work center. Key 1 to calculate overhead as a percentage of labor currency. If you select 1, the value that prints in the *Overhead Rate or %* column on the Work Center Code File Listing (p. 23-9) will be followed by % of Labor Currency identifying the value as a percentage of labor currency. Key 2 to calculate overhead as a rate per labor hour. If you select 2, the value that prints in the *Overhead Rate or %* column on the Work Center Code File Listing (p. 23-9) will be followed by Rate Per Labor Hour identifying the value as a rate per labor hour. Leave this field blank if you do not want overhead associated with this work center. (A 1) Optional
Overhead Rate or %	Use this field, if you keyed a value in the *Overhead Code* field, to indicate the currency amount rate or percentage of the overhead associated with a work order. Key the overhead value. If you selected 1 as the overhead code, the value you key in this field will be calculated as a percentage of labor currency. If you selected 2 as the overhead code, this value will be calculated as a rate per labor hour. This field must be left blank if you did not key a value in the *Overhead Code* field. (N 7,2) Required/Blank
F12=Return	Press to return to the Work Center Maintenance Selection Screen (p. 23-2) without saving your changes.
Enter	Press to confirm your selections. The Work Center Maintenance Selection Screen (p. 23-2) will appear.

Work Centers Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Center Listing Screen	Used to specify limiting criteria for the listing.
Work Center Code File Listing	Prints a list of defined work centers that match the selection criteria.

Work Center Listing Screen



This screen appears after you select the Work Centers Listing option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to specify the warehouse or range of warehouses for which to print work center records.

Work Center Listing Screen Fields and Function Keys

Field/Function Key	Description
Plant	Use this field to limit the listing to a specific warehouse or range of warehouses. Key the warehouse number or range of numbers for which associated work center records will print. Leave this field blank to print work center records for all warehouses. NOTE: Refer to the Cross Applications User Guide for the rules of entering “from” and “to” ranges. *Valid Values:* Must be a valid warehouse defined through Warehouse Numbers maintenance (MENU IAFILE), and for which a work center has been defined through option 2 of MENU WOFILE. (A 3) Optional
F3=Exit	Press to exit this option and return to the menu.

Work Center Listing Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. Following this screen, the Work Center Code File Listing (p. 23-9) will print.

Work Center Code File Listing

```
WO821  10/29/96  12.02.18                WORK CENTER CODE FILE LIST                EB/JEANPAUL  PAGE   1
                                    WH: 01 plant 01

plant From: 01
        To: 05

   Work Center                                                  Overhead
     Code            Description              Department          Rate or %
-------------------------------------------------------------------------------------------------------------
     WC100           Work Center 1010            DEPT1              $5.00 RATE PER LABOR HOUR
     WC200           Paint Work Center           DEPCD              $5.00 RATE PER LABOR HOUR
     PRIME           Primer Work Center          PAINT
     SAND            Sanding Work Center         PAINT              $5.00 RATE PER LABOR HOUR
     STAIN           Stain Work Center           PAINT              $2.00 RATE PER LABOR HOUR
     TBONE           Waxing Department           WAXIN              10.00 % OF LABOR CURRENCY
     TILE            Tile Work Center            PAINT              $7.58 RATE ER LABOR HOUR
     WCCOD           Metal Work Center           DEPCD              $5.00 RATE PER LABOR HOUR
     WORK1           Prep item for painting center   CODE1


WO821  10/29/96  12.02.18                WORK CENTER CODE FILE LIST                EB/JEANPAUL  PAGE   2
                                    WH: 02 Warehouse 02

   Work Center                                                  Overhead
     Code            Description              Department          Rate or %
-------------------------------------------------------------------
     POLIS           Polish                   METAL
     ROSS            Testing 1-2-3            METAL
```

This listing prints after pressing ENTER on the Report Options Screen. The work center codes, descriptions, departments, and overhead rates or percentages defined through Work Center Maintenance (MENU WOFILE) print on this listing.

For an explanation of the fields on this listing, refer to “Work Centers Maintenance” on page 23-1.

CHAPTER 24 Maintaining Operations

24

An operation represents a particular process or customization that occurs in a routing (for example, paint, stamp, stain, and so on).

Value Added Services supports two types of operations:

- those performed in-house
- those performed by an outside service vendor

You can define operations using the Operations Maintenance option on the Value Added Services File Maintenance (MENU WOFILE). This option allows you to add or change an operation. Operations defined through this menu option are used in Bill of Material Maintenance (MENU WOFILE) when routing steps are defined. Each operation has a corresponding operation code to help identify what work is being performed at which work center and department.

Operations are also used when routing steps in a particular work center are created or changed, and may be used when work performed against a specific routing step is reported through Maintain Production Activity (MENU WOMAIN).

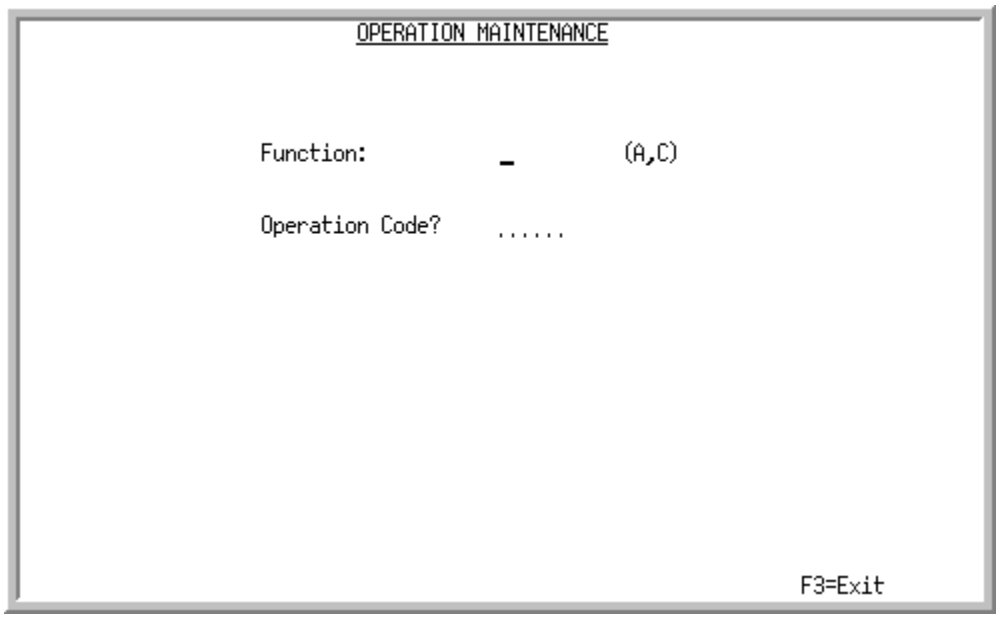
You can print a listing of defined operations using the Operations Listing option.

Operations Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Operations Maintenance Selection Screen	Used to specify the operation code being maintained.
Operation Maintenance Screen	Used to define the operation code.

Operations Maintenance Selection Screen

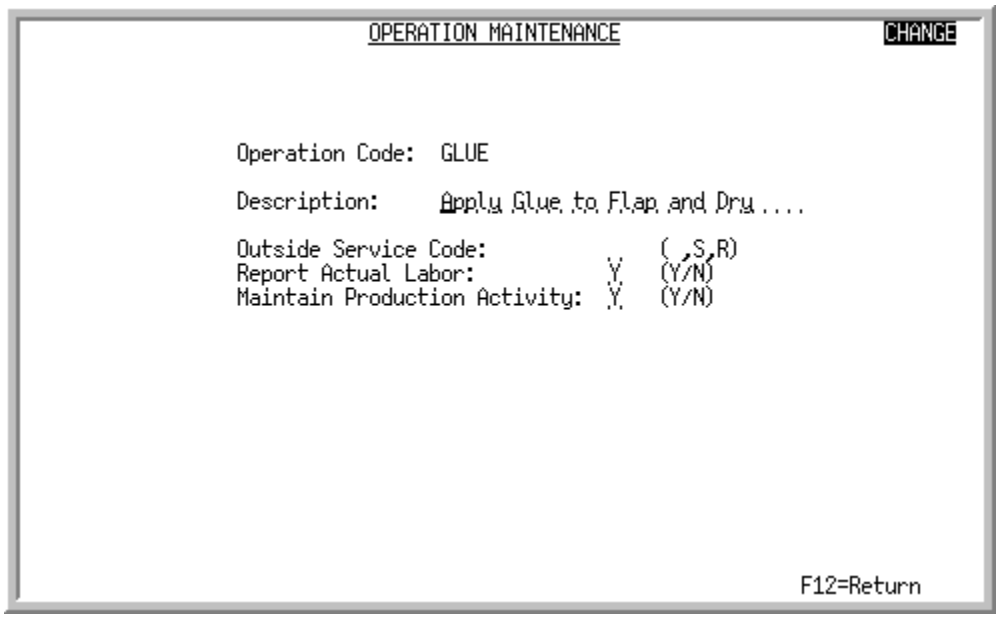


This screen appears after you select the Operations Maintenance option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to add an operation code or change criteria of an existing operation code.

Operations Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to indicate the function you are performing. Key A to add a new operation code. Key C to change information relating to an existing operation code. (A 1) Required
Operation Code	Use this field to enter the operation code that will be used in Value Added Services to describe the particular process or customization that occurs in a routing process (e.g., paint, stamp, stain, and so on). Key the desired code. *Valid Values:* Up to five characters may be used to define an operation code. (A 5) Required
F3=Exit	Press to cancel this option and return to the menu.
Enter	Press to confirm your selection. The Operation Maintenance Screen (p. 24-3) will appear.

Operation Maintenance Screen



This screen appears after you press ENTER on the Operations Maintenance Selection Screen (p. 24-2). Use this screen to define criteria to be associated with the operation code you are adding or changing.

Operation Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter a description of the operation you are adding or changing. Key a description to be associated with the operation you are adding, or change the description of an existing operation. (A 30) Required

Operation Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Outside Service Code	Use this field to indicate if an outside service shipment or receipt is associated with this operation. Key S if an outside service shipment is associated with this operation. Note that if you key S, some or all the following functionality will be required when shipping items to an outside service function (Distribution A+ will provide for this additional functionality at various points in the work order processing cycle): • The ability to create a PO for an outside service, and to link the PO to a work order • The ability to use a PO to track a service charge and charge basis code for services provided • The ability to indicate which items and quantities on the work order are to be shipped to the vendor • The ability to print one or more PO Packing Lists to be used by warehouse personnel to actually ship the needed items to the vendor • The ability to confirm that the requested items have been shipped to the vendor (activity reporting) Key R if an outside service receipt is associated with this operation. If you key R, you will need the following functionality when receiving items from an outside service vendor: • The ability to print a Receiving List for the expected receipts from the vendor • The ability to confirm the receipt of items from the vendor (activity reporting)
Outside Service Code continued...	NOTE: Outside shipment and receiving transactions are different from order shipments and PO and IA receiving transactions. Shipments to an outside service vendor are not a sale, since revenue is not being generated and inventory is not being reduced. Inventory that is already owned is simply being “moved” to another location, but the inventory remains in your warehouse. The on-hand quantity therefore remains the same, as well as the Inventory Asset Account in General Ledger. Likewise, a receipt simply moves inventory back to your warehouse and acknowledges that the vendor performed some work. It does not increase your on-hand quantity since it was never decreased on the shipment. Leave this field blank if this operation is performed in-house and no special processing is used for shipping or receiving items to/from a service vendor. (A 1) Required/Blank

Operation Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Report Actual Labor	Use this field to indicate if you will have a need to report actual labor in Value Added Services. Key Y if you will be reporting actual labor. If you key Y, you will be required, where applicable, to enter various labor information when reporting operation activity (the *Maintain Production Activity* field must be Y if this field is Y). This information could be used when calculating work order costs, if your work order tailoring options are set accordingly. Selecting Y in this field also allows you to access activity report information for an employee through Maintain Production Activity (MENU WOMAIN). Key N if you do not want to report actual labor. You will not be required to key labor information in Value Added Services, and will not be able to access activity report information for an employee. (A 1) Required
Maintain Production Activity	Use this field to indicate if you will have a need to maintain production activity in Value Added Services. Key Y if you will be maintaining production activity. If you key Y, you will be required, where applicable, to report such information as date, time, quantity completed and quantity scrapped. Key N if you do not want to maintain production activity. You will not be required to key production activity information in Value Added Services. NOTE: When entering work order receipts for an item, you will not be allowed to receive more than has been reported through any operation that maintains production activity. (A 1) Required
F12=Return	Press to return to the Operations Maintenance Selection Screen (p. 24-2) without saving your changes.
Enter	Press to confirm your selections. The Operations Maintenance Selection Screen (p. 24-2) will appear.

Operations Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Operation Code Listing	Prints a list of all defined operation codes.

Operation Code Listing

```
WO842      10/11/96      15:24:17        OPERATION CODE LISTING          EB/JEANPAUL        PAGE:    1

          OPERATION   OPERATION CODE              OUTSIDE SERV   MAINTAIN PRODUCTION   REPORT ACTUAL
          CODE        DESCRIPTION                  CODE        ACTIVITY          LABOR
-------------------------------------------------------------------------------------------------------------
          PAINT       Work center 1                S           Y            N
          STAIN       Routing step B               R           N            N
          STAMP       Maintenance step 12            S           Y            Y
```

This listing prints after you press ENTER on the Report Options Screen, which displays after you select the Operations Listing option from the Value Added Services File Maintenance Menu (MENU WOFILE). (Refer to Appendix B of the Cross Applications User Guide for details about the Report Options Screen). The operation codes, operation descriptions, outside service codes, production activity, and report actual labor information print on this listing.

For an explanation of the fields on this listing, refer to “Operations Maintenance” on page 24-1.

CHAPTER 25 Maintaining Employees

25

An employee is a person responsible to perform a particular job. By defining an employee through this menu option, you will be able to perform employee inquiries and generate reports which contain specific employee information. You also will be able to see what tasks an employee performed, the amount of time it took that employee to perform a given task, and the rate that employee was paid. This information is useful for tracking purposes and should be used when reporting actual labor against various operations.

Additionally, reporting labor and quantities will also update the status of the routing steps for various inquiries and reports.

For more information, refer to Maintain Production Activity (MENU WOMAIN) where you may access information pertaining to actual labor against an operation for a particular employee.

Use the Employees Maintenance option on the Value Added Services File Maintenance Menu (MENU WOFILE) to maintain employees.

NOTE: Use this option only if you have the need to track individual employees when reporting actual labor against a work order. If you do not have a need to report actual labor, bypass this menu option.

Use the Employees Listing option to print a list of all defined employees.

Employees Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Employee File Maintenance Selection Screen	Used to specify the employee number being maintained.

Title	Purpose
Employee File Maintenance Screen	Used to define the employee.

Employee File Maintenance Selection Screen

```
                    EMPLOYEE FILE MAINTENANCE



                    Function:      _       (A,C,S,R)
                    Company?       03      (01-99)
                    Employee #?    ......



                                                    F3=Exit
```

This screen displays after you select the Employee Maintenance option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to add, change, suspend, or reinstate an employee.

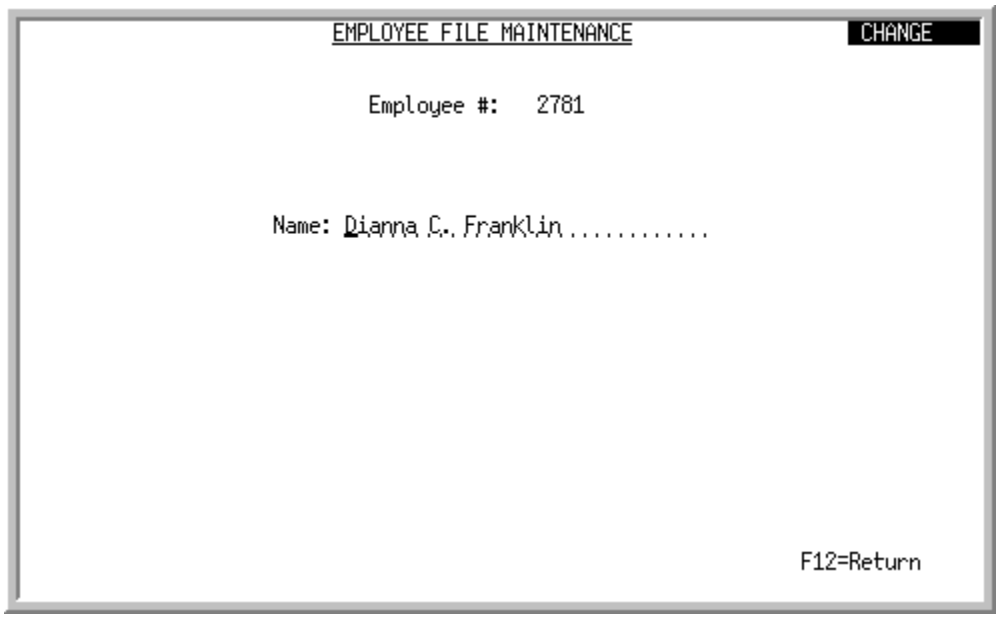
Employee File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Use this field to indicate the function you are performing. Key A to add a new employee. Key C to change the name of an existing employee. Key S to suspend an employee. Key R to reinstate an employee who has previously been suspended. (A 1) Required

Employee File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the two character ID of the company for which you are adding, changing, deleting, suspending, or reinstating an employee. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* Must be a valid company defined through Company Name Maintenance (MENU XAFILE). NOTE: This field displays only if your system is tailored to use multiple companies. (N 2,0) Required
Employee #	Use this field to enter the employee number. Key the number of the employee you are adding, changing, deleting, suspending or reinstating. Up to five numbers may be keyed to define a number for this employee. (N 5,0) Required
F3=Exit	Press to cancel this option and return to the menu.
Enter	Press to confirm your selections. The Employee File Maintenance Screen (p. 25-5) will appear.

Employee File Maintenance Screen



This screen appears after you press ENTER on the Employee File Maintenance Selection Screen (p. 25-3). Use this screen to enter the name of the employee. You may also use this screen to change an existing employee's name, suspend an employee, or reinstate an employee previously suspended.

Employee File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Name	This field indicates the name of the employee. In the add mode, key the name of the employee for which you are adding an employee record. In the change mode, key a different name to be associated with the existing employee record. In the suspend mode, this field is display-only. Press the ENTER key to suspend this employee. In the reinstate mode, this field is display-only. Press ENTER to re-activate this employee, who has previously been suspended. (A 30) Required/Display
F12=Return	Press to return to the Employee File Maintenance Selection Screen (p. 25-3) without saving your changes.

Employee File Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selection. The Employee File Maintenance Selection Screen (p. 25-3) will appear.

Employees Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Employee Listing Screen	Used to specify limiting criteria for the listing.
Employee Information Listing	Prints a list of defined employees that match the selection criteria.

Employee Listing Screen

This screen appears after you select the Employees Listing option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to specify the company or range of companies for which to print employee records.

Employee Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to limit the listing to a specific company or range of companies. Key the company number or range of company numbers for which associated employee records will print. Leave this field blank to print employee records for all companies. NOTE: Refer to the Cross Applications User Guide for the rules of entering “from” and “to” ranges. *Valid Values:* A company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Optional
F3=Cancel	Press to cancel this option and return to the menu.

Employee Listing Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. Following this screen, the Employee Information Listing (p. 25-9) will print.

Employee Information Listing

```
WO832   04/09/98  14:31:19          EMPLOYEE INFORMATION          EC/JEANPAUL        PAGE:   1
  Co Fr: ALL

            Employee #        Employee Name        Suspended
-------------------------------------------------------------------------------------------------------------------

 Company: 01 A & C Office Supply
            00100          Amy Johnson          Y
            00111          Larry Smith          N
            00120          Rick Jones           Y
            00999          Ray Morris           N
```

This listing prints after you press ENTER on the Report Options Screen, which displays following the Employee Listing Screen (p. 25-7). (Refer to the Cross Applications User Guide for details about the Report Options Screen). Employee records matching the company or range of companies you selected on the Employee Listing Screen (p. 25-7) are printed on this listing.

For an explanation of the fields on this listing, refer to “Employees Maintenance” on page 25-1.

CHAPTER 26 Labor Rates

26

Labor Rates Maintenance and Labor Rates Listing are described in the Bill of Material manual.

For details about both of these menu options, refer to Labor Rates Maintenance (MENU OBFILE) in the Bill of Material User Guide.

CHAPTER 27 Maintaining Bills of Material Parent and Component Information

27

Bill of material parent and component information is maintained through Bill of Material Maintenance on the Bill of Material File Maintenance Menu (MENU OBFILE / MENU WOFILE). Use this option to add, change, or delete bill of material parent or component information. For each bill of material, you must specify the parent item number and the type of bill of material: manufactured item, assortment, or kit.

NOTE: Only manufactured items apply to work orders; assortments and kits are not affected by the Value Added Services module.

Different parent item information is entered depending on the type of bill you are creating. For the parent, you must specify the component items that comprise the parent. Within a kit, you may specify additional component items (features), or substitute items for existing components (options). Unique bills for customers, if used, are also created through this option.

Important

This menu option duplicates Bill of Material Maintenance on MENU OBFILE in the Bill of Material module. However, if Value Added Services is installed on your system, the Bill of Material Maintenance menu option will display additional screens, fields, and/or function keys.

NOTE: Item activity changes can be tracked based on the value entered in the **Days to Keep Item Master Audit Activity** system option field in Inventory Accounting Options Maintenance (MENU XAFILE). If item activity is being tracked, any changes made to the Item Master File (ITMST) through this menu option will be tracked and available for review through the Item Audit Activity Inquiry, accessed through the Item Inquiry (MENU IAMAIN).

To accommodate Value Added Services, this menu option provides for the following for manufactured items:

- Sub-assembly support

  Manufactured parents may have components that are manufactured items as well; this feature is applicable to the Bill of Material module and will continue to be provided and enhanced in the Value Added Services module.

- Date sensitive bills

  You will be able to modify a bill of material on an on-going basis due to engineering changes, customer demand, component availability, and so on. An effective date and revision level at the parent level is provided through this menu option to accommodate this feature.
- Routing support

  A list of operations/steps is supported so that you may create a product.
- Co-product support

  Additional items beside the parent item that are produced (received into inventory) as part of the manufacturing process are supported.
- Quantity field length change

  Five decimal places are provided for the quantity field to accommodate small amounts of a component to be used to make a single parent.
- Allow for the pick of a component to be assigned to a routing step

  Components can optionally be assigned a routing step for picking purposes.
- Provide copy bill feature

  You may copy a previously existing bill when adding a new bill of material. Both routing and components are copied as well.
- Provide a scrap factor for each component

  This is a percentage field and reflects the additional quantity that should be picked in order to make enough of the finished product.
- Provide 20 character engineering drawing number for the parent item

  This is an informational field only that displays and prints on various reports and inquiries.
- Allow the use of lot tracked items or serial numbered items as parents or components

  You may indicate if lot tracked items or serial numbered items will be allowed to be used as parents or components.

WARNING!

Database support and job-costing support is provided for co-products. Industry-specific requirements for co-product use are not supported. Calculations that determine how a sheet, roll, length, etc. should be cut, the item numbers and quantities yielded, scrap quantities, etc. are not provided.

Bill of Material Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Bill of Material File Maintenance Selection Screen	Used to select the type of bill of material, and parent item for the bill of material, to add, change, or delete.
Parent Revision List Screen	Used to select a manufactured item based on the revisions code for maintenance.
Parent Information Screen	Used to specify information for the parent item in the bill of material.
Component Information Screen	Used to specify the component items for the parent that is being created or changed.
Component Change Manufactured Item Screen Component Change Kit Item Screen	Used to change or delete a component from a bill of material or edit the existing detail information of the component in a bill of material.
Component Change Assortment Item Screen	Used to change or delete a component from an assortment bill of material or edit the existing assortment detail information of the component in a bill of material.
Special Charges Screen	Used to assign a special charge to the assortment bill of material.
Comments Screen	Used to include a message on the bill of material.
Features Maintenance Screen Options Maintenance Screen	Used to define features for an original kit or options for the components of the kit.
Features Maintenance Change Screen Options Maintenance Change Screen	Used to change or delete the features for a kit or to change or delete the component options for a kit bill of material item.
Routing Information Screen	Used to provide a list of operations or steps for assembly.
Routing Information Detail Screen	Used to provide detailed information about each step in the routing sequence.
O/S Service Header Information Screen	Used to maintain default outside service shipment information for the parent item.
Outside Service Shipment Detail Screen	Displays detailed information about outside service shipments.
Outside Service Shipment Detail Cost Screen	Used to maintain cost information for the selected item.

Title	Purpose
General Routing Comments Screen Routing Comments Screen	Used to provide comments for a parent item or a routing sequence.

Bill of Material File Maintenance Selection Screen

```
                    BILL OF MATERIAL FILE MAINTENANCE

          Function:        _        (A,C,D)

          Type of Bill:    ..       M = Manufactured
                                    A = Assortment
                                    K = Kit
          Parent Item No: ............................
          Find:           ...............................................
          Item No:        ............................ Class? .....

          Co/Customer No? ... / ...........

                                                                F3=Exit
```

Bill of Material File Maintenance Selection Screen with Value Added Services

```
                    BILL OF MATERIAL FILE MAINTENANCE

          Function:        _        (A,C,D)

          Type of Bill:    ..       M = Manufactured
                                    A = Assortment
                                    K = Kit
          Parent Item No: ............................
          Find:           ...............................................
          Item No:        ............................ Class? .....

          Revision Level: ......              Effective Date: 10512
          Co/Customer No? ... / ...........

          Copy Item No:   ......................................
          Revision Level: ......              Effective Date: .......
          Co/Customer No? ... / ...........
          Copy Comments:  Y                   Copy O/S Info:  Y

                                                F4=Parent List  F3=Exit
```

This screen appears after selecting option 6 - Bill of Material Maintenance the Value Added Services File Maintenance Menu (MENU WOFILE) or after selecting option 1 - Bill of Material Maintenance from the Bill of Material File Maintenance Menu (MENU OBFILE).

It is used to select the type of bill of material and parent item for the bill of material, to add, change, or delete. You may also specify the customer number if creating a parent item that is for a specific customer, or you may create a record by copying an existing parent item.

NOTE: You cannot add a company/customer unique bill for a parent until you first add a generic bill for that same parent.

With Value Added Services, the work orders only use type M for Manufactured parent items.

Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	This is the function that you wish to perform for a bill of material. Key A to add a new bill of material that will be used in BOM. Key C to change the information for an existing bill of material and parent item. NOTE: You cannot change a bill of material for a kit if any open orders exist for the item keyed in the **Parent Item No** field (an open order is an order that has been created, but has not yet had an Invoice printed for it in Order Entry). You can change a bill of material for a manufactured item or an assortment if there are open orders for the parent item. Key D to delete an existing bill of material. You must delete unique customer specific bills, if any, that have been defined for a generic bill of material (see **Co/Customer No** field). NOTE: You cannot delete a bill of material if there are open sales orders or open work orders for the exact bill of material (such as **Item Number**, **Revision Level**, **Effective Date**, and **Co/Customer**). (A 1) Required

Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	This is the type of bill of material that you are adding, changing, or deleting. A bill may be a manufactured item (M), assortment (A), or kit (K). You are required to enter a selection in this field if you are performing an Add function. Key M if the bill of material that you are adding, changing, or deleting is a manufactured bill. A manufactured item must be received into stock before there will be a quantity available for sale. Sales analysis information is maintained for parent manufactured items. Key A if the bill of material that you are adding, changing, or deleting is for an assortment. An assortment is a control item (a non-inventory item) that can be used in order entry to automatically add multiple items to an order. Key K if the bill of material that you are adding, changing, or deleting is for a kit. A kit is a product that requires assembly or special packaging before it can be shipped to your customers. Within a kit, you may specify additional component items (features), or substitute items for existing components (options). (A 1) Required/Optional
Parent Item No	This is the number of the parent item for the bill of material that you are creating or changing through this option. *Valid Values:* • Must be an item that has been defined in the Item Master File through Item Master Maintenance (MENU IAFILE). • For kits and manufactured items: the item must be a stocked item [i.e., **Update Inventory** code is Y through Item Master Maintenance (MENU IAFILE)]. • For assortments and kits: the item must have only one unit of measure defined for it. • An item that has already been defined as a component of a kit or an assortment cannot be selected as a parent. NOTE: For assortments, this should be a non-stock item to prevent quantities from being received against assortments. A non-stock item is defined through Item Master Maintenance (MENU IAFILE) with an N keyed in the **Update Inventory** field indicating that the item is a non-stock item. An item balance record must be created through Item Balance Maintenance (MENU IAFILE) for each warehouse from which the item will be sold. (A 27) Required

Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional

Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Revision Level	This field only displays when Value Added Services is installed. NOTE: In **Add** mode, you may key a revision level in this field and/or an effective date in the **Effective Date** field, if it is displayed as determined through tailoring options. In the change mode, you may key only a revision level or an effective date, if they have been previously defined for the manufactured item. Both fields cannot contain a value. In the delete mode, you will be required to enter all relevant information in order to ensure the location of the correct manufactured item for deletion. This field reflects the revision level or latest release of the parent item. This field is provided for those who have a requirement to modify a bill of material on an on-going basis due to engineering changes, customer demand, component availability, and so on. Key the appropriate revision level to be associated with this bill. You may use this revision level in Maintain Work Orders (MENU WOMAIN) to retrieve the bill corresponding to this level. If, however, during Maintain Work Orders (MENU WOMAIN) you select not to key a revision level or an effective date, Distribution A+ will retrieve the bill with the most recent effective date. If you select not to key an effective date, then the bill with the highest release level will be retrieved. Leave this field blank if you do not want to use revision levels in Value Added Services. NOTE: For kits and assortments, this field will be ignored. (A 5) Optional

Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	This field only displays when Value Added Services is installed and only if **Use Effective Dates** is Y in Work Order Options Maintenance (MENU WOFILE). This field is provided for those who have a requirement to modify a bill of material on an on-going basis due to engineering changes, customer demand, component availability, and so on. This field determines the bill which will be retrieved when entering a work order; it is the date that the bill goes into effect. For example, on the date you key in this field the new bill of material item with an effective date prior to or equal to this date will be retrieved. NOTE: In the add mode, you may key a revision level in the **Revision Level** field and/or an effective date in this field. In the change mode, you may key only a revision level or an effective date, if they have been previously defined for the manufactured item. Both fields cannot contain a value. In the delete mode, you will be required to enter all relevant information in order to ensure the location of the correct manufactured item for deletion. Key the appropriate date to be associated with this bill or accept the default date displayed. You may use this effective date in Maintain Work Orders (MENU WOMAIN) to retrieve the bill corresponding to this effective date. If, however, during Maintain Work Orders (MENU WOMAIN) you select not to key a revision level or an effective date, Distribution A+ will retrieve the bill with the most recent effective date. If you select not to key an effective date, then the bill with the highest release level will be retrieved. Leave this field blank if you do not want to use effective dates in Value Added Services. NOTE: For kits and assortments, this field will be ignored. *Default Value:* Today's date. *Valid Values:* A date keyed in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required

Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	This field is used to define a bill of material for a specific customer. You must key C in the **Function** field and select an existing Type of Bill and Parent Item No before you select the customer for whom the parent item is specifically defined. Key the company/customer number of the customer for whom a unique bill of material is being changed through this option. *Valid Values:* • Must be a customer that has been defined through Customer/Ship to Master Maintenance (MENU ARFILE) for the corresponding company defined through Company Name Maintenance (MENU XAFILE). • You cannot create a bill of material for a specific customer unless a generic bill of material has previously been created (a generic bill of material is one of the same type and for the same parent item, that has not been defined for a specific customer). NOTE: This field displays if any of the following BOM options have been defined as Y through Bill of Material Options Maintenance: (MENU XAFILE) **Unique Kits By Customer** **Unique Assortments By Customer** **Unique Manufactured Items By Customer** Additionally, although this field displays, the BOM option for this specific type of bill of material (kit, assortment, or manufactured item) must be defined as Y to define a specific customer for a bill of material using this field. (N 2,0 /N 10,0) Optional

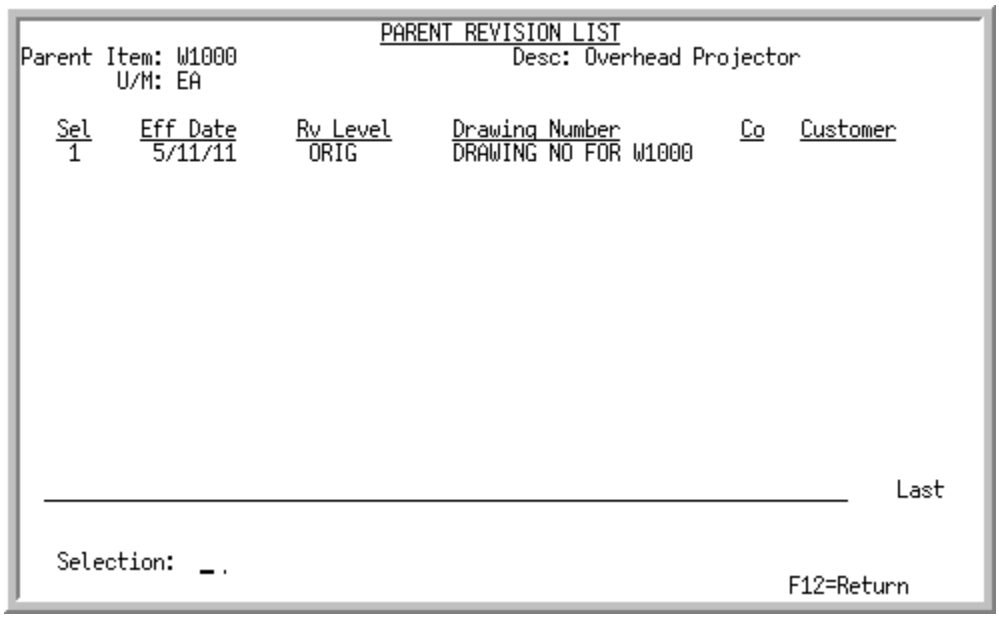
Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Copy Item No	This field only displays when Value Added Services is installed. When adding a new bill of material item, use this field to copy all of the information for an existing bill to the new bill. Copy fields include this field and the **Parent Item No**, **Revision Level**, **Effective Date**, **Copy Comments**, and the **Copy O/S** Info field. Item balance information will also be brought in from the copy item for the first new item balance record to be added. If a copy item is specified when additional warehouses are being added, then the information will be copied in from the first warehouse of the new item number being added. Additionally, both the routing (operations) and components will be copied. When changing a bill, you also may use this field if you are modifying an existing bill with a new revision level, effective date, or customer number. In this situation, the original bill remains the same and a new copy of the bill is created. If you leave the revision level, effective date and customer number fields blank, then the new bill is copied from the bill with the most recent effective date or highest revision level. NOTE: Use F4=PARENT LIST to access the Parent Item Detail Screen in Maintain Work Orders (MENU WOMAIN) to copy an existing bill of material for the parent and their associated revision levels/effective dates. The return values will automatically be filled in the copy section of this screen when you select a bill. *Valid Values:* A valid item for which a bill exists. (A 27) Optional
Revision Level	This field only displays when Value Added Services is installed. Use this field in conjunction with the **Copy Item No** field to select which bill you wish to use to copy to the new bill. Key the appropriate revision level. *Valid Values:* A revision level associated with an existing bill (A 1) Optional
Effective Date	This field only displays when Value Added Services is installed. Use this field in conjunction with the **Copy Item No** field to select which bill you wish to use to copy to the new bill. Key the appropriate effective date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Bill of Material File Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	This field only displays when Value Added Services is installed. Use this field to define a bill of material for a specific customer. Key the company/customer number of the customer for whom a unique bill of material is being changed through this option. (N 2,0/N 10,0) Optional
Copy Comments	This field only displays when Value Added Services is installed. Use this field in conjunction with the **Copy Item No** field to copy routing comments associated with the bill being copied. Key Y to copy the routing comments associated with the bill being copied. Key N to omit the copying of routing comments. *Default Value:* Y (A 1) Required
Copy O/S Info	This field only displays when Value Added Services is installed. Use this field in conjunction with the **Copy Item No** field to copy outside service information related to the bill being copied. Key Y to copy the outside service information associated with the bill being copied. Key N to omit the copying of outside service information. *Default Value:* Y (A 2) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu. MENU OBFILE / MENU WOFILE will display.
F4=Parent List	The F4=PARENT LIST function key appears only when Value Added Services is installed. After entering a parent in the **Parent Item No** field or the **Copy Item No** field, press F4=PARENT LIST to display a list of bills for the parent item and their associated revision levels/effective dates. You can then select which version of the bill you want to retrieve for maintenance or deletion. The Parent Revision List Screen (p. 27-14) will appear.
Enter	Press ENTER to confirm your selections. If you keyed search criteria, the Item Description Search Screen will appear; refer to the Inventory Accounting User Guide for details about this screen. Otherwise, the Parent Information Screen (p. 27-16) will appear.

Parent Revision List Screen



When Value Added Services is installed, this screen displays after you press F4=PARENT LIST from the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5). Use this screen to select the version of the bill of material of the parent item you want to retrieve, based on an effective date and/or revision level. Information displayed on this screen for the parent item defaults from Bill of Material Parent File (BOMPR).

NOTE: You can also access this screen from Maintain Work Orders (MENU WOMAIN) and from the Item Review Screen in Enter, Change & Ship Orders (MENU OEMAIN).

Parent Revision List Screen Fields and Function Keys

Field/Function Key	Description
Parent Item	The parent item you have selected for this work order. Display
Desc	The description of the parent item you have selected. Display
U/M	The default stocking unit of measure for this parent item. Display

Parent Revision List Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the selection number of the corresponding bill of material displayed on this screen for the selected parent item. Use this field to determine which bill of material you want to retrieve for the work order, by keying this number in the **Selection** field. NOTE: Items that display with a value in the **Selection** column are valid generic bills with no effective date or revision. Display
Eff Date	This field displays the effective date, if any, of this version of the bill of material for the parent item. Display
Rv Level	This field displays the revision level, if any, of this version of the bill of material for the parent item. Display
Drawing Number	This field displays the engineering drawing number, if any, of this version of the bill of material for the parent item. Display
Co	This field displays the company number, for customer specific bills only. Display
Customer	This field displays the customer number, for customer specific bills only. Display
Selection	Use this field to select one of the bills of material displayed on this screen for which you want to create a work order. Key the number from the **Sel** column that corresponds to the bill you want to select, and press ENTER. (N 2,0) Optional
F12=Return	Press the F12=RETURN function key to return to the Bill of Material File Maintenance Selection Screen (p. 27-5).
Enter	After keying a reference number in the **Selection** field corresponding to the bill you want to retrieve, press the ENTER key to confirm your selection. You will be returned to the Bill of Material File Maintenance Selection Screen (p. 27-5), and the selected bill of material will appear.

Parent Information Screen

```
    Kit                 BILL OF MATERIAL FILE MAINTENANCE            Add
                              Parent Information

Co/Customer No:    01/0000000010                Bon Secour School Department
Parent Item No:    A300                         Desk Set Kit
           U/M:    EA


Labor Hours:          _ ..00..        Rate Code? ...

Allow Decimal Qtys:   N  (Y/N)        Allow Roll-Up Price:           N (Y/N)
                                       Allow Roll-Up OE Cost:         Y (Y/N)
Explode on Pick Slip: Y (Y/N)          Allow Roll-Up Commission Cost: Y (Y/N)
Explode on Invoice:   N (Y/N)
User Area:            ......................

                                                        F12=Return
```

Parent Information Screen with Value Added Services

```
    Manufactured Item  BILL OF MATERIAL FILE MAINTENANCE            Change
                              Parent Information

Co/Customer No:    00/0000000000
Parent Item No:    A400                         Office Tool Set
           U/M:    EA
Revision Level:                 Effective Date:


Allow Overreceipt:    Y  (Y/N)       Overreceipt Allowable Variance: .... %
Allow Decimal Qtys:   N  (Y/N)



User Area:            ......................



Drawing No:           ......................   Parent Cost %:        100.000 %


                                                        F12=Return
```

This screen displays after selecting a function, type of bill of material, and parent item number on the Bill of Material File Maintenance Selection Screen (p. 27-5). Use this screen to specify information for the parent item in the bill of material.

Depending on the type of bill of material (manufactured item, assortment, or kit) you selected in the **Type of Bill** field on the Bill of Material File Maintenance Selection Screen (p. 27-5), different fields will display on this screen.

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	This field displays the type of bill for which parent information is defined on this screen. This may be one of the following: • **Manufactured Item** • **Assortment** • **Kit** Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **Add**, **Change Delete**. Display
Co/Customer No	The company/customer number and the customer name of the customer for whom a unique bill of material is being added or maintained through this option. Display
Parent Item No	The item number of the parent item for the bill of material that you are creating or changing through this option. Parent item numbers must be an item that has been defined in the Item Master File through Item Master Maintenance (MENU IAFILE). To the right of the parent item number is the item description from the Item Master File. Display
U/M	The default unit of measure for the item that has been defined in the Item Master File through Item Master Maintenance (MENU IAFILE). Display
Revision Level	This field displays for a manufactured parent item when Value Added Services is installed. This field displays the revision level you selected, if any, on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5). Display

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Effective Date	This field displays for a manufactured parent item when Value Added Services is installed. When adding a new parent item, this is the **Effective Date** keyed on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5) Else, this field displays the effective date that was found for the bill of material item based on the **Effective Date** keyed on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5). For example, if you keyed today's date to find the bill of material that is active as of today, this field will display the **Effective Date** found in the Bill of Material Parent File (BOMPR) that is closest to today's date but not later than today's date. Display
Labor Hours	This field displays only for kit and manufactured item bills of material. Additionally, this field does not display for manufactured items if you have Value Added Services installed. This is the amount of time required to build this parent item. Do not attribute this time for a specific component, but to the overall labor to create the parent. *Valid Values:* Must be blank if you do not key a value in the **Rate Code** field. (N 5,2) Optional/Blank
Rate Code	This field displays only for kit and manufactured item bills of material. Additionally, this field does not display for manufactured items if you have Value Added Services installed. Key the rate code associated with the labor to complete this parent item. Rate codes are assigned an hourly rate, which is used with the **Labor Hours** to calculate the labor costs for this parent item. *Valid Values:* • Must be a valid rate code that has been defined through Labor Rates Maintenance (MENU OBFILE). • You must key a rate code in this field if you keyed a value in the **Labor Hours** field. • You must leave this field blank if you did not key a value in the **Labor Hours** field. (A 2) Optional

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Allow Overreceipt	This field displays for a manufactured parent item when Value Added Services is installed. Use this field to allow manufactured parent items to be over received providing the over-receipt is not greater than the variance percentage allowed. Key Y to allow an overreceipt of inventory. If a work order produces more inventory than expected, you will be able to overreceive the parent item by the percentage specified in the **Overreceipt Allowable Variance** field. Key N to prohibit overreceipt of the parent item. *Default Value:* Y (A 1) Required
Overreceipt Allowable Variance	This field displays for a manufactured parent item when Value Added Services is installed. Use this field to specify the allowable variance for overreceiving inventory of manufactured parent items. If a work order produces more inventory than expected, you will be able to overreceive the parent item by the percentage specified. For example, if you define the variance as 2% and you have a work order to produce 100 parent items, you will be able to receive up to 102 parent items without changing the number of components required for the work order. If the **Allow Overreceipt** field is set to N, you must enter 0 (zero). *Default Value:* 0 *Valid Values:* Any number between zero and 100 (N 3.0) Required

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Allow Decimal Qtys	Use this field to specify if you will be allowed to enter whole or decimal quantities for this parent item when it is received into inventory through Receive Manufactured Parts Into Inventory (MENU OBMAIN) or Receipt Entry (MENU WOMAIN). Key Y if decimal quantities may be entered for this parent item when it is received. NOTE: With Value Added Services and maintaining a manufactured parent item, when this value is Y, the 5-decimal component **Qty Required** field will be brought into the work order as the 5-decimal **Qty Per** field where it will be used to calculate the 3-decimal **Order Qty** field. This same logic applies when entering receipts for a work order through Receipt Entry (MENU WOMAIN) Key N if decimal quantities cannot be entered for this parent item when it is received. An error message will display if you attempt to key a decimal value for the quantity received on the Receive Manufactured Items Selection Screen of Receiving Manufactured Parts Into Inventory (MENU OBMAIN) or the Work Order Receipt End Screen (p. 11-42). NOTE: With Value Added Services and maintaining a manufactured parent item, when this value is N, the 5-decimal component **Qty Required** field will be brought into the work order as the 5-decimal **Qty Per** field where it will be used to calculate the **Order Qty** field that is then rounded to the nearest whole number (0 decimal). *Default Value:* N (A 1) Required
Allow Roll-Up Price	This field appears only for kit items. Use this field to specify if you want to allow roll-up pricing on the component item level. Key Y if you want to allow the Order Entry Pricing program to determine the price of each component in this bill of material. Discounts, mark-ups, gross margin, and contracts will be considered to determine the price of the component. If this is a customer specific bill of material, customer specific pricing will be considered. If Y, the pricing value will be calculated for this component item and will be stored in the **Price Override** field in the Bill of Material Components File (BOMCO), and the overridden prices will then roll up into the parent price. Key N if you do not want to allow roll-up pricing on the component item level. *Default Value:* N (A 1) Required

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Allow Roll-Up OE Cost	This field appears only for kit items. Use this field to specify if you want to allow roll-up Order Entry (OE) costing on the component item level. Key Y if you want the OE cost to be derived from the component items individual costs instead of the parent OE cost. If Y, the cost will be calculated for this component item and will be stored in the **OE Cost - Actual** field in the Bill of Material Components File (BOMCO). Key N if you do not want to allow roll-up OE costing on the component item level. Instead, the OE cost will be derived from the parent OE cost, and not from the individual costs of the component items. *Default Value:* Y (A 1) Required
Explode on Pick Slip (List)	This field displays only for kit and manufactured item bills of material. Additionally, this field does not display for manufactured items when Value Added Services installed. Use this field to indicate if the component items for this kit or manufactured item should show on Pick Lists printed for this parent item. Pick Lists are printed through Print Pick Lists (MENU OEMAIN). Key Y if the component items and their quantities for this kit or manufactured item will print on Pick Lists for this parent. Key N if component items for this kit or manufactured item will not print on Pick Lists for this parent. Only the parent item will print on Pick Lists. *Default Value:* • For manufactured items: Data that was keyed in the **Explode Manufactured Items on Pick Slip** field in Bill of Material Options Maintenance (MENU XAFILE) • For kits: Data that was keyed in the **Explode Kits on Pick Slip** field in Bill of Material Options Maintenance. (A 1) Required
Allow Roll-Up Commission Cost	This field appears only for kit items. Use this field to specify if you want to allow roll-up commission cost on the component item level. Key Y if you want the commission cost to be derived from the component items individual commission costs instead of the parent commission cost. If Y, the cost will be calculated for this component item and will be stored in the **Commission Cost** field in the Bill of Material Components File (BOMCO). Key N if you do not want to allow roll-up commission costing on the component item level. Instead, the commission cost will be derived from the parent commission cost, and not from the individual commission costs of the component items. *Default Value:* Y (A 1) Required

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Explode on Invoice	This field displays only for kit and manufactured item bills of material. Additionally, this field does not display for manufactured items if you have Value Added Services installed. Use this field to indicate if the component items for this kit or manufactured item should show on Invoices printed for this parent item. Invoices are printed through Print Invoices (MENU OEMAIN). Key Y if the component items and their quantities for this kit or manufactured item will print on Invoices for this parent. Key N if component items for this kit or manufactured item will not print on Invoices for this parent. Only the parent item will print on Invoices. *Default Value:* • For manufactured items: Data that was keyed in the **Explode Manufactured Items on Invoice** field in Bill of Material Options Maintenance (MENU XAFILE) • For kits: Data that was keyed in the **Explode Kits on Invoice** field in Bill of Material Options Maintenance (A 1) Required
User Area	Use this field to enter any additional information about this parent item. (A 20) Optional
Setup Hours	This field displays only for manufactured items, and only if Value Added Services is not installed. This is the amount of time used to prepare to build a manufactured item. This field and the **Setup Labor Code** field (or the **Setup Amount** field), are used to calculate the setup cost for a parent manufactured item. Setup costs may be optionally used to calculate the total cost of the parent manufactured item, calculated when the item is received into stock through Receive Manufactured Parts into Inventory (MENU OBMAIN). NOTE: You have the option to exclude setup costs when you Receive Manufactured Parts into Inventory *Valid Values:* • Must be blank if you do not key a **Setup Labor Code**. • Must be blank if you are using the **Setup Amount** field for setup costs. (N 5,2) Optional

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Setup Labor Code	This field displays only for manufactured items, and only if Value Added Services is not installed. Key the labor rate code associated with the setup cost for this parent manufactured item. Rate codes are assigned an hourly rate, which is used with the **Setup Hours** to calculate the setup costs for this parent item. *Valid Values:* • Must be a valid labor rate code that has been defined through Labor Rates Maintenance (MENU OBFILE). • You must key a value in this field if you keyed a value in the **Setup Hours** field. • Must be blank if **Setup Hours** is blank. • Must be blank if you are using the **Setup Amount** field for setup costs. (A 2) Optional
Setup Amount	This field displays only for manufactured items, and only if Value Added Services is not installed. This is a fixed setup cost that is required for this parent manufactured item. You may choose to use this field in place of the **Setup Hours** and corresponding **Labor Code** fields. Key the currency amount required to setup this parent manufactured item. This setup cost is optionally used to calculate the total cost of the parent manufactured item. The total cost of the manufactured item is calculated when the item is received into stock through Receive Manufactured Parts into Inventory (MENU OBMAIN). NOTE: You have the option to exclude setup costs when you Receive Manufactured Parts into Inventory (MENU OBMAIN). *Valid Values:* This field must be blank if you are made an entry in the **Setup Hours** and **Setup Labor Code** fields. (N 13,2) Optional

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Lot/Srl Tracking Lvl	This field appears when Warehouse Management and Value Added Services are installed and you selected to work with a lot/serial parent item. This field determines at what level lot/serial tracking will occur in Receipt Entry (MENU WOMAIN). Key P if lot/serial tracking will occur at the parent level. If you select P, pressing F14=LOT/SER will display on the Work Order Receipt End Screen (p. 11-42), and you will be able to manually assign lot/serial numbers at the parent/component level. This will allow you to identify what specific components are used in what individual parent. Select P if you want to link different lot/serial component numbers to each of the individual parent lot/serial items that make up the total parent item quantity on the work order. Key W if lot/serial tracking will occur at the work order level. If you select W, F14=LOT/SER will not display on the Work Order Receipt End Screen (p. 11-42), and you will not be able to manually assign lot/serial numbers at the parent/component level. Instead, Distribution A+ will automatically establish lot/serial assignments at the work order level. Select W if you want all components that make up the parent item on the work order linked to the work order instead of the individual parent item. (A 1) Required
Drawing No	This field displays only for manufactured items, and only if Value Added Services is not installed. This field reflects the engineering drawing number for the parent item. It is used for informational purposes only, and will display in inquiries and print on various Value Added Services reports. Key the drawing number for this parent item. Note that this number is not validated. (N 20,0) Optional

Parent Information Screen Fields and Function Keys

Field/Function Key	Description
Parent Cost %	This field displays only for manufactured items, and only if Value Added Services is not installed. This field reflects the percentage of the total work order cost (components, labor, outside service, special charges, overhead and material) that is associated with the parent item. A cost percentage may be assigned when a parent item produces co-products that can be received into inventory. Key the appropriate parent cost percentage. The percentage you key in this field is displayed during Maintain Work Orders (MENU WOMAIN) and Work Order Inquiry (MENU WOMAIN), and is used by the Receipt Entry (MENU WOMAIN) and Receipt Post (MENU WOMAIN) programs. For example, assume that you have a parent item that costs $20.00 and one co-product (worth $10.00) is produced each time the parent is manufactured. The actual cost of the parent item is then really $10.00, so 50% would be keyed in this field to reflect the parent cost percentage. NOTE: If you are not using co-products, assign 100% as the parent cost percentage. (N 6,3) Required
F12=Return	Press F12=RETURN to return to the Bill of Material File Maintenance Selection Screen (p. 27-5) without saving any of the changes made on this screen.
F24=Delete	F24=DELETE appears in the delete mode only. Press F24=DELETE to delete the manufactured item. You will be prompted to press F24=DELETE twice to confirm deletion. You will be returned to the Bill of Material File Maintenance Selection Screen (p. 27-5).
Enter	Press ENTER to confirm your selections. The Component Information Screen (p. 27-26) will appear.

Component Information Screen

```
                    BILL OF MATERIAL FILE MAINTENANCE
     Manufactured Item      Component Information                    Change

  Customer No:    /          0
  Parent Item: A400                          Office Tool Set
          U/M: EA
 Revision Lvl:                    Eff. Date:
   Seg Item Number/Description                                U/M     Qty Per
1   10 A401  Hammer                                           EA        1.00000
2   20 A402  Phillips Head Screwdriver                        EA        1.00000
3   30 A403  Standard Screw Driver                            EA        1.00000
4   40 A404  Slip-joint Pliers                                EA        1.00000
5   50 A405  Adjustable Wrench                                EA        1.00000
6   60 A406  Vinyl Pouch                                      EA        1.00000


 ____________________________________________________________________ Last

  Seq:  _...       Item No: ............................

                          Find: ........................................
                       Item No: ............................    Class? .....

                                  F9=Routing  F12=Return  F13-20 to Change
```

This screen displays after you press ENTER on the Parent Information Screen (p. 27-16). It is used to specify the component items for the parent that is currently being created or changed.

The top section of the screen displays information about the parent item, followed by one line for each component item, comment, or special charges which comprise the bill of material for this parent. The bottom section of this screen is used to specify or search for component items.

Component Information Screen Fields and Function Keys

Field/Function Keys	Description
Type of Bill	The type of bill of material: **Assortment**, **Kit**, or **Manufactured Item**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **Add**, **Change**, **Delete**. Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number is displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and item description of the parent item. Display

Component Information Screen Fields and Function Keys

Field/Function Keys	Description
U/M	The default unit of measure of the parent item. Display
Revision Lvl	This field displays only for manufactured items, and only if Value Added Services is installed. The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only for manufactured items when Value Added Services is installed and the Work Orders Options Maintenance (MENU WOFILE) option **Use Effective Date** is set to Y. The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select an effective date. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 though 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13 - F20 function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item needed for this parent item. Display

Component Information Screen Fields and Function Keys

Field/Function Keys	Description
Qty Per	The quantity of this item in the selected unit of measure that is required for the parent bill of material. With Value Added Services, this field is 5 decimals to accommodate requirements for very small amounts of a component to be used to make a single parent. NOTE: When a work order is produced, the quantity needed is calculated by multiplying quantity times quantity per (5 decimal field). The result is rounded to 3 decimals. This is useful if you make large quantities of an end product but the quantity used for a single unit of the parent is very small. The rounded quantity is adjusted to one. Display
Wh	For assortment items only, the warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item. Display
Seq	This is the sequence number of the component item when exploded on Pick Lists or Invoices, or displayed on BOM screens. Key the sequence number for the item to add to this bill of material. Leave this field blank to use the next sequence number, which is automatically assigned an increment of ten plus the current sequence number. NOTE: This sequence number may also be used when this screen is accessed to define feature or option components for kits [see Features Maintenance Screen (p. 27-52) and Options Maintenance Screen (p. 27-52)]. You may also use this field to assign a sequence number to a special charge or comment to include in the bill of material. First key the sequence number in this field, and press the desired function key. You may need to do this to insert a special charge or message in an existing list of component items. (N 4,0) Optional

Component Information Screen Fields and Function Keys

Field/Function Keys	Description
Item No	This is the item number of a component for this bill of material. Key the item number to be added as a component to this parent item. *Valid Values:* • Must be a valid item that has been defined through Item Master Maintenance (MENU IAFILE). • This cannot be the same item number as the parent defined in this bill of material (it may, however, be a manufactured parent item that was defined in another bill of material). (A 27) Optional
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional

Component Information Screen Fields and Function Keys

Field/Function Keys	Description
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F4=Charges	F4=CHARGES displays for use only if the selected bill of material is an assortment. Press F4=CHARGES to display the Special Charges Screen (p. 27-46), used to add special charges required for this assortment.
F5=Comments	Press F5=COMMENTS to display the Comments Screen (p. 27-49), which is used to add pre-defined comments to this bill of material. When Value Added Services is installed, the F5=COMMENTS function key will not display for manufactured items. See F9=ROUTING for comment entry with Value Added Services.
F6=Features	F6=FEATURES displays only if the bill of material is a kit. Press F6=FEATURES to display the Features Maintenance Screen (p. 27-52), which is used to define additional feature components for the kit bill of material.
F9=Routing	F9=ROUTING displays only for manufactured parent items when Value Added Services is installed. Press F9=ROUTING to add and/or review a list of operations, steps, or comments needed to create a finished product. The Routing Information Screen (p. 27-61) will appear.
F12=Return	Press F12=RETURN to return to the Bill of Material File Maintenance Selection Screen (p. 27-5).

Component Information Screen Fields and Function Keys

Field/Function Keys	Description
F13-F20 To Change	Press the key that corresponds to the reference number of the component, special charge, or comment, that you wish to change or delete for this bill of material. If you select a component item for change or deletion, the Component Change Manufactured Item Screen (p. 27-32), the Component Change Kit Item Screen (p. 27-33) or the Component Change Assortment Item Screen (p. 27-42) will display; if you select a special charge for change, the Special Charges Screen (p. 27-46) will display; if you select a comment for change or deletion, the Comments Screen (p. 27-49) will display. NOTE: When changing a component item, you cannot change the item number.
Enter	Press ENTER to confirm your selections. If you keyed an item number in the **Item No** field (and optional sequence number in the **Seq** field), the Component Change Manufactured Item Screen (p. 27-32), the Component Change Kit Item Screen (p. 27-33), or the Component Change Assortment Item Screen (p. 27-42) will appear. If you entered search criteria, the Item Description Search Screen will display. Refer to Item Master Maintenance in the Inventory Accounting User Guide for information regarding this screen.

Component Change Manufactured Item Screen

```
                    BILL OF MATERIAL FILE MAINTENANCE
     Manufactured Item      Component Information                  Change

  Customer No:    /          0
  Parent Item: A400                          Office Tool Set
          U/M: EA

   Seg Item Number/Description                          U/M     Qty Per    Wh
1   10 A401  Hammer                                     EA        1.000
2   20 A402  Phillips Head Screwdriver                  EA        1.000
3   30 A403  Standard Screw Driver                      EA        1.000
4   40 A404  Slip-joint Pliers                          EA        1.000
5   50 A405  Adjustable Wrench                          EA        1.000
6   60 A406  Vinyl Pouch                                EA        1.000


 ____________________________________________________________________ Last
 Seq:   10  Component: A401                        Hammer

         Qty Required: _ ...1.000 .    U/M: EA .      Warehouse?    ...
         Labor Hours:  ....00 .
         Rate Code?    ...                           User Area:    ...........

                                                     F12=Return    F24=Delete
```

Component Change Manufactured Item Screen with Value Added Services

```
                    BILL OF MATERIAL FILE MAINTENANCE
     Manufactured Item      Component Information                  Change

  Customer No:    /          0
  Parent Item: A400                          Office Tool Set
          U/M: EA
 Revision Lvl:                    Eff. Date:
   Seg Item Number/Description                          U/M     Qty Per
1   10 A401  Hammer                                     EA        1.00000
2   20 A402  Phillips Head Screwdriver                  EA        1.00000
3   30 A403  Standard Screw Driver                      EA        1.00000
4   40 A404  Slip-joint Pliers                          EA        1.00000
5   50 A405  Adjustable Wrench                          EA        1.00000
6   60 A406  Vinyl Pouch                                EA        1.00000


 ____________________________________________________________________ Last
 Seq:   20  Component: A402                        Phillips Head Screwdriver

         Qty Required: _ ...1.00000 .   U/M: EA .
                                                     Routing Step:  .....
                                                     User Area:    ...........
     Scrap Factor: ....... %  Cst Dst % ........  Code: ..  Cost: ..............
                                                     F12=Return    F24=Delete
```

Component Change Kit Item Screen

```
                    BILL OF MATERIAL FILE MAINTENANCE
     Kit                 Component Information                    Change

  Customer No:  1 /        200              Manufacturing Solutions
  Parent Item: A600                          Personal Computer System
          U/M: EA                            Customer Design Components

   Seg Item Number/Description                          U/M     Qty Per
1   10 A610  Monitor 18.5" HD w/LED          Max Resoluti EA       1.000
2   20 A630  104-Key Multimedia Pro Keyboard Wired, USB C EA       1.000
3   30 A660  Inspiron 620 Desktop Intel      Pentium G620 EA       1.000

                                                                  Last
 Seq:   20  Component: A630                      104-Key Multimedia Pro Keyb

        Qty Required: _...1.000.     U/M: EA.
        Labor Hours:  ....00.
        Rate Code?    ...                          User Area:     ...........

                                   F6=Options      F12=Return     F24=Delete
```

These screens display after selecting a component item for change using the F13 through F20 function keys from the Component Information Screen (p. 27-26). The Component Change Manufactured Item Screen displays when selecting to change a manufactured items, the Component Change Manufactured Item Screen with Value Added Services displays when selecting to change a manufactured items when the Value Added Services module is installed, Component Change Kit Item Screen displays when selecting to change a kit item, and the Component Change Assortment Item Screen displays when selecting to change an assortment item.

Use this screen to maintain detail information about the selected component. You also may use this screen to set up “co-products” for use within Value Added Services via the **Qty Required** field. A co-product is the term used for the temporary state of the reusable-leftover portion of an item that has been customized for a particular order. Typical uses of co-products are cutting sheets of material into multiple pieces, or slitting or cutting rolls or lengths of material into multiple lengths or rolls. The co-product is separate from the parent item and its components. After an item has been assembled or customized, the reusable-leftover, or co-product, may be put back into inventory as the original item or, if it has changed, as a whole new separate item.

WARNING!

Database support and job-costing support is provided for co-products. However, industry-specific requirements for co-product use are not supported. Calculations that determine how a sheet, roll, length, etc. should be cut, the item numbers and quantities yielded, scrap quantities, etc. are not provided.

Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: **Kit** or **Manufactured Item**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **Add**, **Change**, **Delete**. Display
Customer No	If a parent bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	This field displays only for manufactured items when Value Added Services is installed. The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only for manufactured items when Value Added Services is installed and the Work Orders Options Maintenance (MENU WOFILE) option **Use Effective Date** is set to Y. The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select an effective date. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 though 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13 - F20 function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display

Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Item Number/ Description	The item number and description of the component item, the description of the special charge added for an assortment parent, or the description for the comment message code added for a kit parent. Display
U/M	The unit of measure of the component item needed for this parent item. Display
Qty Per	The quantity of this component item that is required for the parent bill of material. With Value Added Services, this field is 5 decimals to accommodate requirements for very small amounts of a component to be used to make a single parent. NOTE: When a work order is produced, the 3-decimal **Quantity Needed** field is calculated by multiplying **Quantity** times 5-decimal **Quantity Per** field. This is useful if you make large quantities of an end product but the quantity used for a single unit of the parent is very small. The rounded quantity is adjusted to one. Display
Wh	The **Wh** field displays for assortment items, and for manufactured items only when Value Added Services is not installed. The warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item. Display
Seq	The sequence of the selected component item on the bill of material. Display
Component	The item number and description of the selected component item. Display

Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Qty Required	Key the quantity of this component that is required for the parent item. When the quantity needed is calculated within Value Added Services, this five decimal field is used for the multiplication of order quantity times quantity per. Distribution A+ then rounds this quantity needed to three decimal places. This quantity is taken out of (reduces) inventory. To set up a component/co-product relationship, use this field to enter a negative amount for the manufactured item. By keying a negative value instead of a positive value you are indicating that you are setting up a "co-product." A negative value represents how many items will be produced from the parent item. For example, every time you produce one parent item, this quantity of co-products will be produced. This quantity goes back into (increases) inventory. NOTE: For manufactured items, with Value Added Services, this field allows for five decimal places. For kit and assortments, this field remains at three decimal places. (N 9,3) or (N 11,5 for Manufactured Items with VAS) Required
U/M	This is the unit of measure for the component item that corresponds with the quantity keyed in the **Qty Required** field. If you leave this field blank, the default unit of measure of the item is used. Key a unit of measure if you are specifying this component item in a unit of measure that is different from the item's default unit of measure. *Valid Values:* Must be a valid unit of measure of this item as defined in Item Master Maintenance (MENU IAFILE). (A 3) Optional
Warehouse	The **Warehouse** field displays for components of parent manufactured items without Value Added Services installed and for assortment items. This is the warehouse where this component item is stocked when used for this parent manufactured item. Leave this field blank if this item is stocked in the same warehouse as the parent. Key the warehouse number where this component is stocked if it is not stocked in the same warehouse as the parent item. *Valid Values:* A warehouse in which this component item is stocked, as defined through Item Balance Maintenance (MENU IAFILE). If you leave this field blank, the component item must be stocked in the same warehouse as the parent manufactured item, as defined through Item Balance Maintenance (MENU IAFILE). (A 2) Optional

Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Labor Hours	This field displays for components of parent kit items and parent manufactured items without Value Added Services installed. This is the amount of time required to prepare the component item and include it in the parent item. This is the time for a specific component, not the overall labor to create the parent. *Valid Values:* Must be blank if you do not key a **Rate Code**. (N 5,2) Optional/Blank
Routing Step	This field displays for components of parent manufactured items when Value Added Services is installed. This field represents where in the order of the routing process this component item is to be assembled. It is used for picking purposes, if you wish to defer picking of an item until a certain routing step. Key the desired routing step sequence number. This routing step designates a later point in time when the item will be picked. The item will be picked under certain circumstances described in the Print Traveler program. If the Print Traveler program has *ALL keyed in its **Routing Step** field, this item will be included in the routing step process, regardless if a Pick List has already been printed for the item. If the Print Traveler program has *NEXT keyed in its **Routing Step** field, this item will only be included in the routing step process if a Pick List has not yet been printed for the item. Distribution A+ will locate the next routing step and print up to and including that routing step on the list. If the Print Traveler program has *SAME keyed in its **Routing Step** field, this item will only be included in the routing step process if a Pick List has been printed for that item. Distribution A+ will locate the same routing step and include only that routing step on the list. Leave this field blank if you want the item to be picked when the original Pick List is produced. *Default Value:* 0 (N 4,0) Optional

Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Rate Code	This field displays for components of parent kit and parent manufactured items without Value Added Services installed. Key the rate code associated with the labor to complete this component item. Rate codes are assigned an hourly rate, which is used with the **Labor Hours** to calculate the labor costs for this component item. *Valid Values:* • Must be a valid rate code that has been defined through Labor Rates Maintenance (MENU OBFILE). • You must key a rate code in this field if you keyed a value in the **Labor Hours** field. • You must leave this field blank if you did not key a value in the **Labor Hours** field. (A 2) Optional
User Area	Use this field to enter any additional information about this component item. (A 10) Optional
Scrap Factor	This field only displays for components of parent manufactured items with Value Added Services installed. This field represents the percentage of the total quantity needed that is projected to be scrapped when making the finished product. This is used to account for the anticipated loss of items within the manufacture of this particular product. That is, the value you key in this field is used in Maintain Work Orders (MENU WOMAIN) when calculating the quantity needed for a component. Key the appropriate scrap factor percentage. This field must be zero for co-products. NOTE: The percentage keyed in this field is converted into an actual number that will be required to pick in addition to the order quantity. This percentage is also used to calculate the **Scrap Qty** field. For example, if when picking items you need 10 items but you know from experience that 1 out of every 10 items is irregular, you would pick 11 (you would enter a scrap factor of 10%). All 11 would then be rolled into the cost of that “parent” item. (N 5,3) Optional

Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Cst Dst %	This field only displays for components of parent manufactured items with Value Added Services installed. Use this field only if this item in this bill of material will be a co-product and not a component. Costs can be applied to this co-product based on either this field OR the **Cde** and **Cost** fields. Use this field to enter the percentage of the total cost of the work order to be assigned to the selected co-product. This field reflects the percentage of the total work order cost that is associated with the co-product. A cost percentage may be assigned when a parent item produces co-products that can be returned into inventory for future use. The true cost of the parent and co-product can then be tracked using this field. Key the appropriate percentage to be assigned to this co-product only, based on the total cost of the work order. The percentage you key in this field is displayed during the Work Order Inquiry (MENU WOMAIN). For example, assume that you have a parent item that costs $20.00 and one co-product (worth $10.00) is produced each time the parent is manufactured. The actual cost of the co-product is then really $10.00, so 50% would be keyed in this field to reflect the co-product cost percentage. This field must be left blank if you instead wish to use the **Cde** field and the **Cost** field on this screen. (N 7,3) Optional/Blank

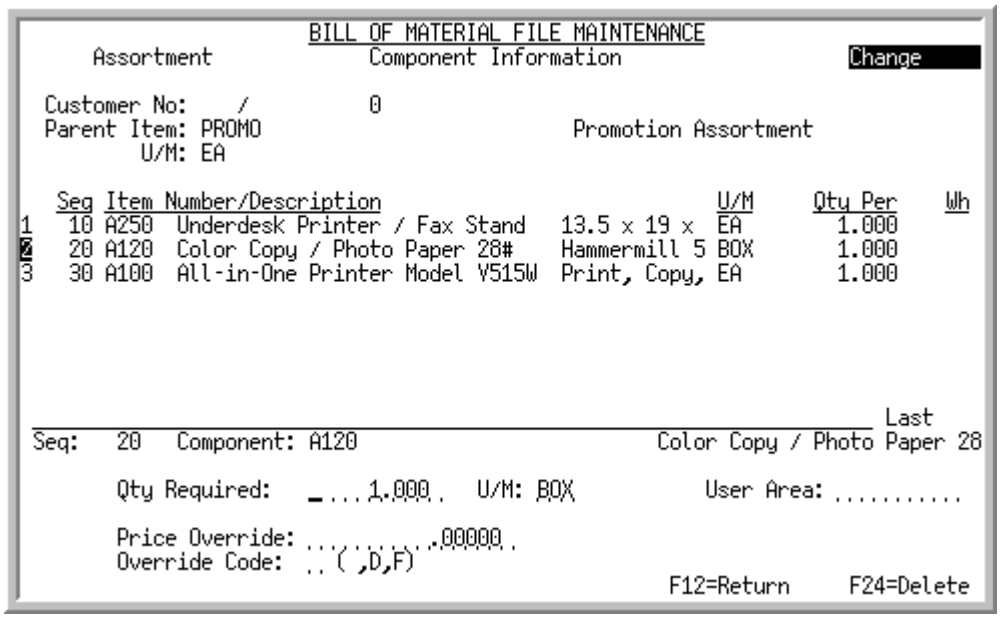
Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
Code	This field only displays for components of parent manufactured items with Value Added Services installed. You can select to apply cost to this co-product based on either this field and the **Cost** field (if this field is U or X), OR the **Cst Dst %** field. Use this field to enter an override cost percentage code if you rather apply cost based on this code instead of a cost distribution percentage. Key C if you want the current cost (i.e., average, standard, or user, as defined in Order Entry Options Maintenance, MENU XAFILE) assigned to this co-product in the Item Balance File used for this item when it is received into inventory. If you key C, the **Cost** field must be left blank, since the current cost will be used. Key U if you want the unit cost of the co-product used when it is received into inventory. If you key U, the **Cost** field must contain the current average cost or a unit cost value that you determine. You can select U if you do not have this item in stock and no current average cost exists in the Item Balance File (ITBAL), so you instead determine the cost and input that value in the **Cost** field. Key X if you want the extended cost of the co-product used when it is received into inventory. If you key X, the **Cost** field must contain the cost that you determine. For example, if you disassemble five computers and each disk drive within each computer costs $100.00, then if you key X in this field it indicates that the value of $100.00 is for all five of the disk drives. This field must be left blank if you instead want to apply a cost percentage to this co-product in the **Cst Dst %** field. *Valid Values:* C, U, X, or blank (A 1) Optional/Blank
Cost	This field only displays for components of parent manufactured items with Value Added Services installed. You can select to apply cost to this co-product based on either this field and the **Cde** field (if the **Cde** field is U or X), OR the **Cst Dst %** field. Use this field to enter an actual cost that you want to apply to this co-product instead of a cost distribution percentage. If the **Cde** field is U, key the current average cost or a unit cost value that you determine that will be used to return this item to inventory. If the **Cde** field is X, key the extended cost of the co-product that will be used when it is returned to inventory. This field must be left blank if the **Cde** field is C, since the cost will be extracted from the Item Balance File (ITBAL). This field must also be left blank if the **Cst Dst %** field contains a value. (N 15,5) Optional/Blank

Component Change Manufactured Item Screen and Component Change Kit Item Screen Fields and Function Keys

Field/Function Key	Description
F6=Options	F6=OPTIONS displays only if the bill of material is a kit. Press F6=OPTIONS to display the Options Maintenance Screen (p. 27-52), which is used to define optional components for the bill of material kit.
F12=Return	Press F12=RETURN to return to the Component Information Screen (p. 27-26) without saving any of the changes made on this screen.
F24=Delete	Press F24=DELETE to delete the component displayed. You will be required to press the F24=DELETE key a second time to confirm deletion.
Enter	Press ENTER to confirm your selections. The new component item will be added or the changes to an existing component item will be updated and the Component Information Screen (p. 27-26) will display.

Component Change Assortment Item Screen



These screens display after selecting an assortment component item for change Component Information Screen (p. 27-26). Use this screen to maintain the detail information about the selected component.

Component Change Assortment Item Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of parent bill of material: **Assortment**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **Add**, **Change**, **Delete**. Display
Customer No	If a parent bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display

Component Change Assortment Item Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 though 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13 - F20 function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item, the description of the special charge added for an assortment parent, or the description for the comment message code added for a kit parent. Display
U/M	The unit of measure of the component item needed for this parent item. Display
Qty Per	The quantity of this component item that is required for the parent bill of material. Display
Wh	The **Wh** field displays for assortment items, and for manufactured items only when Value Added Services is not installed. The warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item. Display
Seq	The sequence of the selected component item on the bill of material. Display
Component	The item number and description of the selected component item. Display
Qty Required	Key the quantity of this component that is required for the parent item. (N 9,3) Required

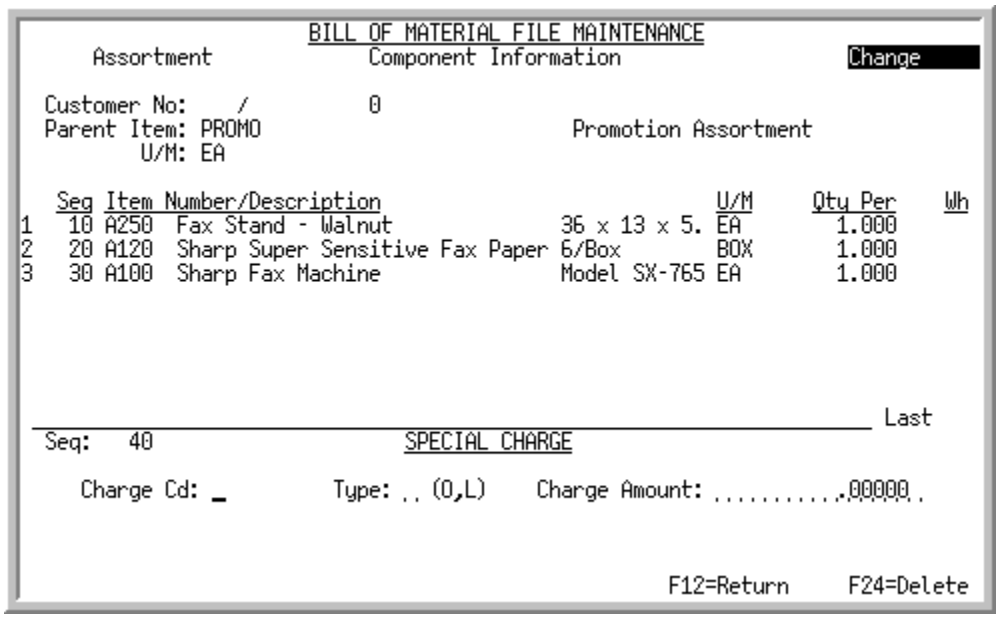
Component Change Assortment Item Screen Fields and Function Keys

Field/Function Key	Description
U/M	This is the unit of measure for the component item that corresponds with the quantity keyed in the **Qty Required** field. If you leave this field blank, the default unit of measure of the item is used. Key a unit of measure if you are specifying this component item in a unit of measure that is different from the item's default unit of measure. *Valid Values:* Must be a valid unit of measure of this item as defined in Item Master Maintenance (MENU IAFILE). (A 3) Optional
User Area	Use this field to enter any additional information about this component item. (A 10) Optional
Price Override	Use this field to change the price of this component for an assortment. This price change is reflected in the price of the assortment when it is ordered through Order Entry. When entering a **Final Price** amount, the Order Entry Options (MENU XAFILE) prompt **Round Prices to Two Decimal**s is not applied to this field, therefore the value should be keyed in the appropriate decimal format. *Valid Values:* Must be blank if you do not key an **Override Code**. (N 15,5) Optional/Blank
Override Code	This code is used to determine how the price defined in the **Price Override** field, if any, is used when this assortment is ordered. Key D if discounts will be calculated, reducing the **Price Override** by the applicable discount amounts. Key F if the **Price Override** is the final price. It will not be discounted, even if discounts apply. Additionally, the Order Entry Options (MENU XAFILE) prompt **Round Prices to Two Decimal**s is not applied to this field, therefore the value should be keyed in the appropriate decimal format. *Valid Values:* • You must key an override code in this field if you keyed a value in the **Price Override** field. • You must leave this field blank if you did not key a value in the **Price Override** field. (A 2) Optional
F12=Return	Press F12=RETURN to return to the Component Information Screen (p. 27-26), without saving any of the changes made on this screen.

Component Change Assortment Item Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	Press F24=DELETE to delete the component displayed. You will be required to press the F24=DELETE key a second time to confirm deletion. NOTE: If you try to delete a component that has been set up as a default choice item for a promotion, a warning message will display. You should change the default choice components (Promotions Maintenance - MENU OEPRCE) before deleting this component from the assortment.
Enter	Press ENTER to confirm your selections. The new component item will be added or the changes to an existing component item will be updated and the Component Information Screen (p. 27-26) will display

Special Charges Screen



This screen displays after pressing F4=CHARGES from the Component Information Screen (p. 27-26) for assortment bills of material only. Use this screen to assign a special charge to the assortment bill of material. The special charges defined here will be used when the parent assortment item is ordered through Order Entry.

The name and description of each special charge selected on this screen will display as a separate line on the Component Information Screen (p. 27-26).

Special Charges Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: **Assortment**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **Add**, **Change**, **Delete**. Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display

Special Charges Screen Fields and Function Keys

Field/Function Key	Description
U/M	The default stocking unit of measure of the parent item. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 though 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13 - F20 function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item required for this parent item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
Wh	The **Wh** field displays for assortment items, and for manufactured items only when Value Added Services is not installed. The warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item. Display
Seq	The sequence of the selected component item on the bill of material. Display

Special Charges Screen Fields and Function Keys

Field/Function Key	Description
Charge Cd	This is the code for the special charge to include with this assortment bill of material. If this is a generic bill of material (i.e., it is not defined for a specific customer), the special charges defined for company 01 will be used. If this bill of material is unique for a specific company/customer, the special charge for the corresponding company number is used. Key the special charge code of the special charge to include with this assortment bill of material. In the **Type** field, specify if this is an order charge or a line charge. *Valid Values:* Must be a valid charge code (combined with the **Type** field) that has been defined through Special Charge Definitions Maintenance (MENU OEFILE). Valid values include 1 through 9 or A through Z (I and O are intentionally excluded since they can be misinterpreted as numbers). In the actual files, order charges begin with the character / and line charges begin with the character &. (A 1) Required
Type	This is the type of special charge. It may be an order charge or a line charge. Both types of special charges may be used on an order which contains a parent assortment item. *Valid Values:* O if the special charge is an order charge (the charge is applied to the entire order); L if the special charge is a line charge (the charge is applied to the item that is immediately before this line charge) (A 1) Required
Charge Amount	Key the amount of the order or line special charge assigned to this assortment bill of material. This special charge amount will be carried over to any orders that contain this assortment item. *Valid Values:* Cannot be zero. (N 15,5) Required
F12=Return	Press F12=RETURN to return to the Component Information Screen (p. 27-26) without adding a special charge to this assortment bill of material.
F24=Delete	Press F24=DELETE to delete the special charge displayed. You will be required to press F24=DELETE a second time to confirm deletion.
Enter	Press ENTER to confirm your selections. New special charges will appear on the Component Information Screen (p. 27-26), which displays after you press ENTER.

Comments Screen

```
                    BILL OF MATERIAL FILE MAINTENANCE
     Assortment            Component Information                  Change

  Customer No:    /         0
  Parent Item: PROMO                          Promotion Assortment
          U/M: EA

   Seg Item Number/Description                          U/M     Qty Per    Wh
1   10 A250  Fax Stand - Walnut              36 x 13 x 5. EA       1.000
2   20 A120  Sharp Super Sensitive Fax Paper 6/Box        BOX      1.000
3   30 A100  Sharp Fax Machine               Model SX-765 EA       1.000

                                                                    Last
 Seq:   40                        COMMENTS

                     Type: _ (O,L)        Msg Cd? ...

                                                  F12=Return     F24=Delete
```

This screen displays after pressing F5=COMMENTS from the Component Information Screen (p. 27-26). Use this screen to include a message on this bill of material. The messages selected on this screen will be used when the parent item is ordered through Order Entry.

The text of the message selected on this screen will display as a separate line on the Component Information Screen (p. 27-26).

NOTE: These comments are not used for manufactured items when Value Added Services is installed. Refer to the General Routing Comments Screen and the Routing Comments Screen to enter your comment information.

Comments Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: **Assortment**, **Kit**, **Manufactured Item**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **Add**, **Change**, **Delete**. Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display

Comments Screen Fields and Function Keys

Field/Function Key	Description
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 though 8 for the eight lines that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13 - F20 function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item Number/ Description	The item number and description of the component item. Display
U/M	The unit of measure of the component item required for this parent item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
Wh	The **Wh** field displays for assortment items, and for manufactured items only when Value Added Services is not installed. The warehouse from which this component item is taken when used in this bill of material. If this field is blank, components are stocked in the same warehouse as the parent item. Display
Seq	The sequence of the selected component item on the bill of material. Display
Type	This is the type of message/comment to be included on a Pick List or Invoice. Order comments will print on the bottom of Pick List and Invoices; line comments will print based on their sequence number in the body of the Pick List or Invoice. *Valid Values:* O if the message is an order comment (the comment is for the entire order); L if the message is a line comment (specific to only one line on the order). (A 1) Required

Comments Screen Fields and Function Keys

Field/Function Key	Description
Msg Cd	This is the message code used to reference a predefined message that has been created through Order Messages Maintenance (MENU OEFILE). Key the message code of a message that has previously been created and press ENTER. The predefined message will display on the screen for viewing. This message will then be included in this bill of material, and copied to orders that contain the parent item for this bill of material. NOTE: The message codes that are valid in this field must have been defined in Order Entry [via Order Messages Maintenance (MENU OEFILE)] for company 01. This is true even if you are creating a customer specific unique bill of material for a customer defined in a different company. *Valid Values:* Any message code that has been defined for company 01 through Order Messages Maintenance (MENU OEFILE). (A 1) Required
F12=Return	Press F12=RETURN to return to the Component Information Screen (p. 27-26) without adding a message to this bill of material.
F24=Delete	Press F24=DELETE to delete the message selected. You will be required to press F24=DELETE a second time to confirm deletion.
Enter	Press ENTER to confirm your selections. New messages will appear on the Component Information Screen (p. 27-26), which displays after you press ENTER.

Features Maintenance Screen

```
                          FEATURES MAINTENANCE

 Customer No:    /          0
 Parent Item: A300                          Desk Set Kit
         U/M: EA

   Seg Item No/Description                                  U/M      Qty Per
1   10 A380  Stacking Desk Trays            set of 3 - g EA        1.000
2   20 A390  Desk Organizer/Calendar        8 1/2 x 11   EA        1.000

_____________________________________________________________________ Last

 Seq:  .....      Item No: _.........................

                          Find: ........................................
                       Item No: ............................    Class: .....

                                          F12=Return     F13-20 to Change
```

Options Maintenance Screen

```
                          OPTIONS MAINTENANCE

 Customer No:    /          0
 Compnt Item: A310                          Full Strip Desk Stapler
         U/M: EA                            1/2" staples

   Seg Substitute Item No/Description                       U/M      Qty Per
1   10 A320  Deluxe Full Strip Desk Stapler  1/2" staples EA        1.000

_____________________________________________________________________ Last

 Seq:  .....      Item No: _.........................

                          Find: ........................................
                       Item No: ............................    Class: .....

                                          F12=Return     F13-20 to Change
```

The Features Maintenance Screen displays after pressing F6=FEATURES from the Component Information Screen (p. 27-26) for kit bills of material only. Use this screen to define features for an original kit. Features are additional component items that may be added to a parent kit bill of material through Order Entry via Enter, Change & Ship Orders (MENU OEMAIN).

The Options Maintenance Screen displays after pressing F6=OPTIONS from the Component Information Screen (p. 27-26) for kit bills of material only. Use this screen to define options for a kit bill of material item. Options are substitute items that may be used to replace original component items in a parent kit (e.g., different colors, materials, etc.). Once defined here, an option may be selected for a kit through Enter, Change & Ship Orders (MENU OEMAIN).

The top section of the screen displays information about the parent item, followed by one line for each feature component item [this is actually another type of components entry, but is specific for additional (feature) components]. The bottom section of this screen is used to specify or search for a feature components. It is also in this bottom section where you define detailed information for the feature component.

Features Maintenance Screen and Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item or Compnt Item	**Features:** Parent Item This field is the parent kit bill of material item number and description. **Options:** Compnt Item This field is the selected component item number and description. Display
U/M	The default stocking unit of measure of the parent item. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 though 8 for the eight items that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13 - F20 function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display

Features Maintenance Screen and Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Item Number/ Description Substitute Item Number/Description	**Features:** Item Number/Description The item number and description of the additional component item that may be added to the kit item when the kit item is being ordered by the customer. **Options:** Substitute Item Number/Description The item number and description of the substitute component item that may be selected in place of the standard component item when the kit item is being ordered by the customer. Display Display
U/M	The unit of measure of the component item required for this parent item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
Seq	This is the sequence number of the component item when exploded on Pick Lists or Invoices, or displayed on BOM screens. Key the sequence number for the item to add to this bill of material. Leave this field blank to use the next sequence number, which is automatically assigned an increment of ten plus the current sequence number. NOTE: This sequence number may also be used when this screen is accessed to define feature or option components for kits [see Features Maintenance Screen (p. 27-52) and Options Maintenance Screen (p. 27-52)]. You may also use this field to assign a sequence number to a special charge or comment to include in the bill of material. First key the sequence number in this field, and press the desired function key. You may need to do this to insert a special charge or message in an existing list of component items. (N 4,0) Optional
Item No	This is the item number of a component for this bill of material. Key the item number to be added as a component to this parent item. *Valid Values:* • Must be a valid item that has been defined through Item Master Maintenance (MENU IAFILE). • This cannot be the same item number as the parent defined in this bill of material (it may, however, be a parent that was defined in another bill of material). (A 27) Optional

Features Maintenance Screen and Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field to search for an item using one or more words that closely match the item for which you are searching. The words you key may be up to 15 characters long and may appear in any order. Key the most unique words to improve the speed of the search. Leave this field blank if you would like to search on an item class. To search for manufacturer item numbers, prefix the criteria you enter with M/. The system will search based on the Vendor/Item File (VNITM) valid manufacturer item number. To search for customer item numbers, prefix the criteria you enter with C/. The system will search based on the Item/Customer Cross Reference File (IAXRF) valid customer item numbers. To search for UPC cross references, prefix the criteria you enter with U/. The system will search based on the Universal Product Code File (ITUPC) for valid UPC cross references. To search for GTIN cross references, prefix the criteria you enter with G/. The system will search based on the Global Trade Item Number File (ITGTIN) for valid GTIN cross references. (A 40) Optional
Item No	This field may be used in addition to, or in place of, entering search criteria in the **Find** field to further limit the items to display. Key a partial item number. All items that match the characters of the item number keyed in this field will display. This is helpful if you recall part of an item number, but not the entire number. For information on entering search criteria, refer to the Cross Applications User Guide. (A 27) Optional
Class	This field may be used in addition to (not in place of) the search criteria in the **Find** or **Item No** fields to further limit the number of items that will display, based on their item class. Key the appropriate item class and sub-class, if any. Only items that have been assigned the item class that is keyed in this field will display on the Item Description Search Screen. For information on entering search criteria, refer to the Cross Applications User Guide. (A 2/A 2) Optional
F12=Return	Press the F12=RETURN function key to return to the Component Information Screen (p. 27-26) when you are satisfied with the features that you have added or modified for this kit.

Features Maintenance Screen and Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F13-F20 To Change	Press the key that corresponds to the **Reference Number** of the feature component item that you wish to change or delete for this kit. After you select a feature component item for change, the Features Maintenance Change Screen (p. 27-57) will display. The component information that displays on that screen applies to the selected feature component.
Enter	Press ENTER to confirm your selections. If you keyed an **Item No** (and optional sequence number in the **Seq** field), the Features Maintenance Change Screen (p. 27-57) will display. The component information that you maintain on that screen applies to the selected feature component. If you entered search criteria, the Item Description Search Screen will display. Refer to the Inventory Accounting User Guide for more information.

Features Maintenance Change Screen

```
                          FEATURES MAINTENANCE

 Customer No:    /          0
 Parent Item: A300                          Desk Set Kit
        U/M: EA

   Seg Item No/Description                              U/M      Qty Per
1   10 A380  Stacking Desk Trays            set of 3 - g EA        1.000
2   20 A390  Desk Organizer/Calendar        8 1/2 x 11   EA        1.000




Seq:   10   Component: A380                        Stacking Desk Trays

         Qty Required: _...1.000.   U/M: EA.

         Labor Hours:  ....00.                          User Area: ...........
         Rate Code?    ...
                                                     F12=Return     F24=Delete
```

Options Maintenance Change Screen

```
                          OPTIONS MAINTENANCE

 Customer No:    /          0
 Compnt Item: A310                          Full Strip Desk Stapler
        U/M: EA                             1/2" staples

   Seg Substitute Item No/Description                   U/M      Qty Per
1   10 A320  Deluxe Full Strip Desk Stapler  1/2" staples EA        1.000




Seq:   10   Component: A320                        Deluxe Full Strip Desk Stap

         Qty Required: _...1.000.   U/M: EA.

         Labor Hours:  ....00.                          User Area: ...........
         Rate Code?    ...
                                                     F12=Return     F24=Delete
```

The Features Maintenance Change Screen displays after keying an item number and pressing ENTER or selecting an item for change on the Features Maintenance Screen (p. 27-52) for kit bills of material only. Use this screen to define the feature item detail information.

The Options Maintenance Change Screen displays after keying an item number and pressing ENTER or selecting an item for change on the Options Maintenance Screen (p. 27-52) for kit bills of material only. Use this screen to define the option item detail information.

Features Maintenance Change Screen and Options Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item or Compnt Item	**Features:** Parent Item The Features Maintenance Change Screen displays the item number and description of the parent kit item for which this feature option is being added or changed. **Options:** Compnt Item The Options Maintenance Change Screen displays the component item for which this option item is being added or changed. Display
U/M	The default stocking unit of measure of the parent item or the selected component item's unit of measure for this parent item. Display
(Reference Number)	The reference number of the item, comment, or special charge displayed on this screen. This number is 1 though 8 for the eight items that may display. When rolling forward or backward, the reference numbers do not change. Use these numbers to reference an item for change or deletion using the F13 - F20 function keys. Display
Seq	The sequence of this item on the bill of material (used when components are exploded on a Pick List or Invoice, or displayed on an BOM screen). Display
Item No/Description or Substitute Item No/ Description	**Features:** Item No/Description The Features Maintenance Change Screen displays the item number and description of the feature component item being added or changed for this parent item. **Options:** Substitute Item No/Description The Options Maintenance Change Screen displays the number and description of the optional component item being added or changed for this component item. Display

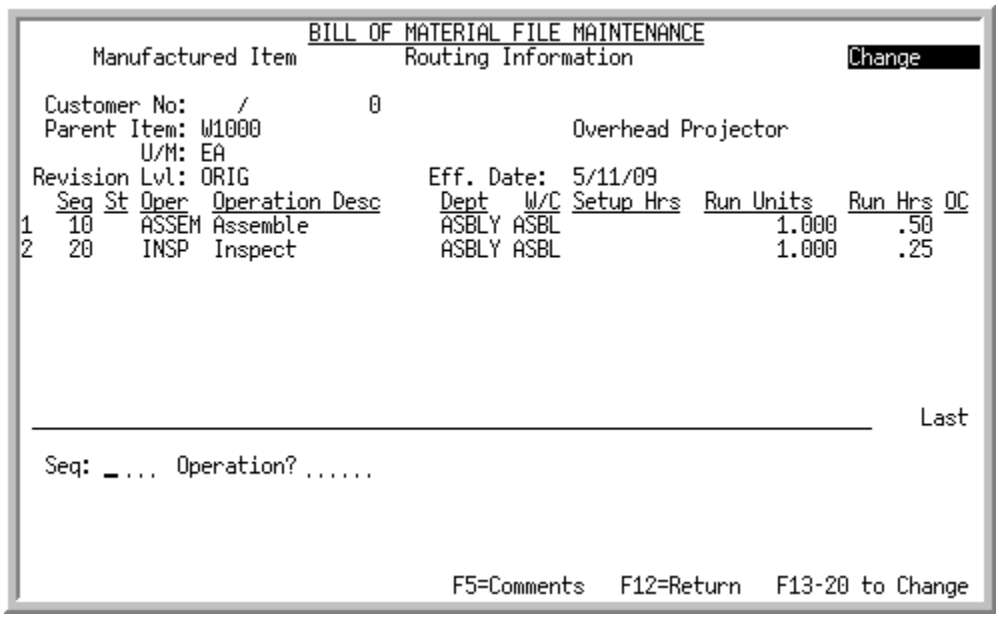
Features Maintenance Change Screen and Options Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
U/M	The unit of measure of the component item. Display
Qty Per	The quantity of this item that is required for the parent bill of material. Display
Seq	The sequence of the selected component item on the bill of material. Display
Component	The item number and description of the selected component item. Display
Qty Required	Key the quantity of this feature component that is required for the parent item. (N 9,3) Required
U/M	This is the unit of measure for the component item that corresponds with the quantity keyed in the **Qty Required** field. If you leave this field blank, the default unit of measure of the item is used. Key a unit of measure if you are specifying this component item in a unit of measure that is different from the item's default unit of measure. *Valid Values:* Must be a valid unit of measure of this item as defined in Item Master Maintenance (MENU IAFILE). (A 3) Optional
Labor Hours	This is the amount of time required to prepare the component item and include it in the parent item. This is the time for a specific component, not the overall labor to create the parent. *Valid Values:* Must be blank if you do not key a **Rate Code**. (N 5,2) Optional/Blank
User Area	Use this field to enter any additional information about this component item. (A 10) Optional

Features Maintenance Change Screen and Options Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Rate Code	Key the rate code associated with the labor to complete this component item. Rate codes are assigned an hourly rate, which is used with the **Labor Hours** to calculate the labor costs for this component item. *Valid Values:* • Must be a valid rate code that has been defined through Labor Rates Maintenance (MENU OBFILE/MENU WOFILE). • You must key a rate code in this field if you keyed a value in the **Labor Hours** field. • You must leave this field blank if you did not key a value in the **Labor Hours** field. (A 2) Optional
F12=Return	Press the F12=RETURN function key to return to the Features Maintenance Screen (p. 27-52) or the Options Maintenance Screen (p. 27-52) and not add or change the selected feature component.
F24=Delete	Press F24=DELETE to delete the component displayed. You will be required to press F24=DELETE a second time to confirm deletion.
Enter	Press ENTER to confirm your selections. **Features** The new feature item will be added or the changes to an existing feature item will be updated and the Features Maintenance Screen (p. 27-52) will display. **Options** The new option item will be added or the changes to an existing feature item will be updated and the Options Maintenance Screen (p. 27-52) will display.

Routing Information Screen



This screen appears after you press F9=ROUTING on the Component Information Screen (p. 27-26). It is used to add and/or review a list of operations or steps needed to create a finished product or sub-assembly. In Make-to-Order environments this process may vary based on your requirements. You may setup a "generic" routing through the use of this screen and the Routing Information Detail Screen (p. 27-65) and then change it or add to it for any particular work order through Maintain Work Orders (MENU WOMAIN).

The top portion of this screen lists the existing operations in the routing. The lower portion of this screen is where you may add/maintain the routing information. General comments may also be entered for the parent item via the F5=COMMENTS function key.

NOTE: For a description of additional routing features, refer to the Routings (p. 1-5) topic in the Value Added Services Overview section of this User Guide.

Routing Information Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: **Manufactured Item**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **Add**, **Change**, **Delete**. Display

Routing Information Screen Fields and Function Keys

Field/Function Key	Description
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select a revision level. Display
Effective Date	This field displays only for manufactured items when Value Added Services is installed and the Work Orders Options Maintenance (MENU WOFILE) option **Use Effective Date** is set to Y. The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select an effective date. Display
(Reference Number)	This number represents the reference number associated with the operation included in the routing process. Display
Seq	The sequence number of the operation performed within the routing for the selected item. Display
St	The status of the routing sequence (if this routing sequence process is active or suspended). An **S** displays in this field if this operation is suspended; otherwise, this field is blank identifying the routing process as active. When creating a work order through Maintain Work Orders (MENU WOMAIN), both types of statuses will be available for the work order. You may then, if desired, alter the associated routing process by modifying it, deleting it, suspending it, and so on. Display
Oper	The operation code assigned for each operation within the routing of the selected item. This code is used to indicate which operations are to be performed for the selected item at a particular point in the routing. Display

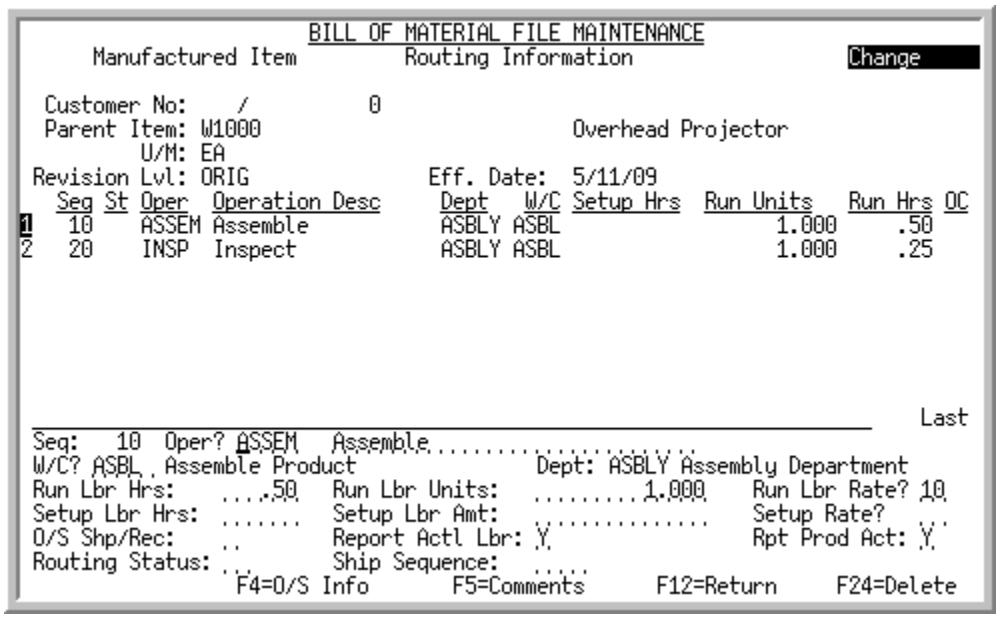
Routing Information Screen Fields and Function Keys

Field/Function Key	Description
Operation Desc	Description of the operation associated with the corresponding operation code. Display
Dept	Department code associated with the selected work center, as defined through Work Center Maintenance (MENU WOFILE). This is the department where a particular operation is to be performed within the routing for the selected item. Display
W/C	Work center code where a particular operation is to be performed within the routing for the selected item. Work centers are defined through Work Center Maintenance (MENU WOFILE). Display
Setup Hrs	The time needed in the setup of each operation for the selected item before actual work can begin at that location within the routing. Display
Run Units	Number of units produced in the number of hours shown in the **Run Hrs** field. Display
Run Hrs	The actual time needed to perform the actual operation on the selected item. Display
OC	**OC** is two single position fields. The **O** indicates if the item is an outside service shipment. An "**S**" will display in this column if the item is an outside service shipment. The **C** indicates if comments are associated with the particular routing step.A "**Y**" will display in this column if a comment exists for the routing step. Display
Seq	Use this field to add a new routing sequence. The sequence number that you key reflects the order in which the operation (steps) that you are adding will be implemented to finish a product. Key the desired sequence number to be associated with a particular operation, and press ENTER. Next, in the **Operation** field, define the operation that you are performing for this sequence number. *Valid Values:* A routing sequence number that does not currently exist on this screen. (N 2,0) Optional

Routing Information Screen Fields and Function Keys

Field/Function Key	Description
Operation	This field reflects the operation code that describes the particular process or customization that will occur in this routing process in the sequence selected in the **Seq** field. For example, paint, stamp, stain, and so on. Key a desired operation code, and press ENTER. *Valid Values:* A valid operation defined through Operations Maintenance (MENU WOFILE). (A 5) Optional
F5=Comments	Press F5=COMMENTS to enter/review general comments associated with the parent item. The General Routing Comments Screen (p. 27-87) will appear. To enter/review comments associated with a particular routing sequence, refer to F5=COMMENTS on the Routing Information Detail Screen (p. 27-65).
F12=Return	Press F12=RETURN to return to the Component Information Screen (p. 27-26).
F13-F20 To Change	Press the key that corresponds to the reference number of the operation that you wish to change or delete for this bill of material. After you enter the desired function key, the selected operation will display on the Routing Information Detail Screen (p. 27-65). You may then make the required changes to the operation or delete the operation.
Enter	Press ENTER after keying a sequence number in the **Seq** field and an associated operation in the **Operation** field to define a particular process. The Routing Information Detail Screen (p. 27-65) will appear, where you may setup additional information to define the operation to be performed in the routing process. Once you define information on that screen, you will be returned to this screen and the operation that you added will be displayed in the middle portion of this screen.

Routing Information Detail Screen



This screen appears after you key a sequence number in the **Seq** field and an associated operation in the **Operation** field, and then press ENTER on the Routing Information Screen (p. 27-61). Use this screen to set up additional information to define the operation to be performed in the routing process. Once you define information on this screen, you will be returned to the Routing Information Screen (p. 27-61) and the operation that you added will be displayed in the middle portion of that screen.

NOTE: The information you enter on this screen will be used as default routing process information when entering a work order in Value Added Services through Maintain Work Orders (MENU WOMAIN). You will, however, be able to alter the work order's routing process when entering the work order without affecting the routing process you setup on this screen.

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: **Manufactured Item**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material, **Add**, **Change**, **Delete**. Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select a revision level. Display
Effective Date	This field displays only for manufactured items when Value Added Services is installed and the Work Orders Options Maintenance (MENU WOFILE) option **Use Effective Date** is set to Y. The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select an effective date. Display
(Reference Number)	This number represents the reference number associated with the operation included in the routing process. Display
Seq	The sequence number of the operation performed within the routing for the selected item. Display
St	The status of the routing sequence (if this routing sequence process is active or suspended). An **S** displays in this field if this operation is suspended; otherwise, this field is blank identifying the routing process as active. When creating a work order through Maintain Work Orders (MENU WOMAIN), both types of statuses will be available for the work order. You may then, if desired, alter the associated routing process by modifying it, deleting it, suspending it, and so on. Display
Oper	The operation code assigned for each operation within the routing of the selected item. This code is used to indicate which operations are to be performed for the selected item at a particular point in the routing. Display
Operation Desc	Description of the operation, default or overridden, associated with the corresponding operation code. Display

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Dept	Department code associated with the selected work center, as defined through Work Center Maintenance (MENU WOFILE). This is the department where a particular operation is to be performed within the routing for the selected item. Display
W/C	Work center code where a particular operation is to be performed within the routing for the selected item. Work centers are defined through Work Center Maintenance (MENU WOFILE). Display
Setup Hrs	The time needed in the setup of each operation for the selected item before actual work can begin at that location within the routing. Display
Run Units	Number of units produced in the number of hours shown in the **Run Hrs** field. Display
Run Hrs	The actual time needed to perform the actual operation on the selected item. Display
OC	**OC** is two single position fields. The **O** indicates if the item is an outside service shipment. An "**S**" will display in this column if the item is an outside service shipment. The **C** indicates if comments are associated with the particular routing step.A "**Y**" will display in this column if a comment exists for the routing step. Display
Seq	This field displays the sequence number you selected to add on the Routing Information Screen (p. 27-61). Information on this screen will be associated with this sequence. Display
Oper	This field displays the operation you selected to add on the Routing Information Screen (p. 27-61). Information on this screen will be associated with this operation. If desired, you may change the operation code in this field and define routing information for a different code. The description assigned to the code you enter will also display after you press ENTER. *Valid Values:* A valid operation defined through Operations Maintenance (MENU WOFILE). (A 5) Optional

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
(Operation Description)	This field displays the description of the operation you selected on the Routing Information Screen (p. 27-61). This description will display from the first match of the operation code found based on the lowest warehouse number using the operation code. If desired, you may override the operation code's description for this bill of material. This does not override the description originally defined for the code through Operations Maintenance (MENU WOFILE). *Default Value:* The description for the selected Operation Code defined through Operations Maintenance (MENU WOFILE). (A 30) Optional
W/C	Use this field to select the work center where production or customization that will occur in this routing process for the selected item in the sequence selected in the **Seq** field. For example, paint, stamp, stain, and so on. The work center description will display from the first match of the work center code found based on the lowest warehouse number using the work center code. Key the desired work center code. *Valid Values:* A valid work center defined through Work Center Maintenance (MENU WOFILE). (A 5) Required
Dept	This field displays the department code and description associated with the corresponding work center displayed in the **W/C** field. This reflects the department where a particular operation is to be performed within the routing for the selected item. Display
Run Lbr Hrs	This field reflects the number of hours required to produce the number of units entered in the **Run Lbr Units** field. This value is used in the calculation to determine the cost of this step for this parent item. For example, if you entered .5 Run Lbr Hrs, 5 Run Lbr Units, and $10.00 Run Lbr Rate, the calculation would be as follows: **.5 * $10.00 / 5 = Cost per this routing step for the parent.** This cost is then multiplied by the order quantity of the work order. Key the appropriate run labor hours in hours and tenths of an hour format. This field is required if you enter a value in the **Run Lbr Units** field, otherwise, this field is optional. (N 5,2) Optional/Required

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Run Lbr Units	This field reflects the number of parents produced in the number of hours entered in the **Run Lbr Hrs** field. Key the appropriate run labor units. This field is required if you enter a value in the **Run Lbr Hrs** field, otherwise, this field is optional. (N 11,3) Optional/Required
Run Lbr Rate	This field reflects the rate code associated with the labor (activity) in the **Run Lbr Hrs** field to complete the parent item. Key the appropriate labor rate. This field is required if you enter a value in the **Run Lbr Hrs** field, otherwise, this field is optional. *Valid Values:* A valid rate code defined through Labor Rates Maintenance (MENU WOFILE). (A 2) Optional/Required
Setup Lbr Hrs	This field reflects the amount of time required to set up the necessary equipment or tooling before the operation can be run regardless of the order quantity of the work order. This is the time specifically for setup, it does not reflect the overall labor to create the parent. Key the desired setup labor hours in hours and tenths of an hour format. This field (or the **Setup Lbr Amt** field if you key a value in that field instead of this one) is used to calculate the setup cost for a parent manufactured item. Setup costs may be optionally used to calculate the cost of the parent manufactured item, calculated when the item is received into stock. This field is required if you enter a value in the **Setup Rate** field, otherwise, this field is optional. Also, if you select to key a value in this field and the **Setup Rate** field, the **Setup Lbr Amt** field must be left blank. If you instead select to enter a value in the **Setup Lbr Amt** field for setup costs, this field must be left blank. (N 5,2) Optional/Required/Blank
Setup Lbr Amt	This field represents the fixed setup cost that is required for this parent manufactured item. You may choose to use this field in place of the **Setup Lbr Hrs** and **Setup Rate** fields to calculate the setup cost for a parent manufactured item. Key the monetary amount required to set up this parent manufactured item. This amount is optionally used to calculate the total cost of the parent manufactured item. The total cost of the manufactured item is calculated when the item is received into stock. This field is required if you keyed a value in the **Setup Lbr Time** field and the **Setup Rate** field for setup costs, otherwise this field must be left blank. (N 13,2) Optional/Blank

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Setup Rate	This field reflects the rate code associated with the setup hours needed to prepare to make the parent item. Rate codes are assigned an hourly rate, which is used with the **Setup Lbr Hrs** to calculate the setup costs for this item. Key the desired rate code. This field is required if you keyed a value in the **Setup Lbr Hrs** field, otherwise this field is optional. Also, if you select to key a value in this field and the **Setup Lbr Hrs** field, the **Setup Lbr Amt** field must be left blank. If you instead select to enter a value in the **Setup Lbr Amt** field for setup costs, this field must be left blank. *Valid Values:* A valid rate code defined through Labor Rates Maintenance (MENU OBFILE/MENU WOFILE). (A 2) Optional/Required/Blank

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
O/S Shp/Rec	This field represents the manufacturing operation that will occur in the routing process. Key S if this operation represents a shipment to an outside vendor. If you key S, some or all the following functionality will be required when shipping items to an outside service function (Distribution A+ will provide for this additional functionality at various points in the work order processing cycle): • The ability to create a PO for an outside service, and to link the PO to a work order. • The ability to use a PO to track a service charge and charge basis code for services provided. • The ability to indicate which items and quantities on the work order are to be shipped to the vendor. • The ability to print one or more PO Packing Lists to be used by warehouse personnel to actually ship the needed items to the vendor. • The ability to confirm that the requested items have been shipped to the vendor (activity reporting). Key R if this operation represents a receipt from an outside vendor. If you key R, the following functionality will be required when receiving items from an outside service vendor: • The ability to print a Receiving List for the expected receipts from the vendor. • The ability to confirm the receipt of items from the vendor (activity reporting). NOTE: Outside shipment and receiving transactions are different from order shipments and PO / IA receiving transactions. Shipments to an outside service vendor is not a sale, since revenue is not being generated and inventory is not being reduced. Inventory that is already owned is simply being "moved" to another location, but the inventory remains in your warehouse. The on-hand quantity therefore remains the same, as well as the Inventory Asset Account in General Ledger. Likewise, a receipt simply moves inventory back to your warehouse and acknowledges that the vendor performed some work. It does not increase your on-hand quantity since it was never decreased on the shipment. Leave this field blank if this operation is performed in-house and no special processing is used for shipping or receiving items to/from a service vendor. *Default Value:* The **Outside Service Code** assigned to the **Operation Code** in Operations Maintenance (MENU WOFILE). *Valid Values:* S, R, or Blank. (A 1) Optional/Blank

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Report Actl Lbr	Use this field to indicate if you will have a need to report actual labor in Value Added Services. Key Y if you will be reporting actual labor. If you key Y, you will be required, where applicable, to enter various labor information when reporting production activity (the **Rpt Prod Act** field must be Y if this field is Y). This information could be used when calculating work order costs, if your work order tailoring options are set accordingly. Selecting Y in this field also allows you to access activity report information for an employee through Maintain Production Activity (MENU WOMAIN). Key N if you do not want to report actual labor. You will not be required to key labor information in Value Added Services, and will not be able to access activity report information for an employee. *Default Value:* The **Report Actual Labor Code** assigned to the **Operation Code** in Operations Maintenance (MENU WOFILE). (A 1) Required
Rpt Prod Act	Use this field to indicate if you will have a need to maintain production activity in Value Added Services. Key Y if you will be maintaining production activity. If you key Y, you will be required, where applicable, to report such information as date, time, quantity completed and quantity scrapped. This field must be Y if **O/S Shp/Rec** is S or R. Key N if you do not want to maintain production activity. You will not be required to key production activity information in Value Added Services. NOTE: When entering work order receipts for an item, you will not be allowed to receive more than has been reported through any operation that maintains production activity. *Default Value:* The **Maintain Production Activity Code** assigned to the **Operation Code** in Operations Maintenance (MENU WOFILE). (A 1) Required

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
Routing Status	Use this field to enter the status of the routing sequence for this operation (if this routing sequence process is active or suspended). When creating a work order through Maintain Work Orders (MENU WOMAIN), both types of status types will be available for the work order. You may then, if desired, alter the associated routing process by modifying it, deleting it, suspending it, and so on. If you key an "S" in this field it will suspend this operation for this routing sequence. If you leave this field blank, this operation for this routing sequence will be marked as active. Key S if you wish to suspend this operation for this routing sequence. Leave this field blank if you wish this operation for this routing sequence to be marked as active. (A 1) Optional/Blank
Ship Sequence	This field provides a link between the outside service shipment and its corresponding outside service receipt, ensuring that duplicate receipts for a singular shipment do not exist. Key the ship sequence. The sequence number keyed in this field is the same number that represents the routing sequence of the outside service shipment. NOTE: You will receive an error message if an outside service shipment does not have a corresponding outside service receipt. This field must be blank for routings that are designated as outside service shipments, or if the routing operation is performed in-house and no special processing is performed. That is, the **O/S Shp/Rec** field is either S or blank. If the **O/S Shp/Rec** field is R, for outside service receipts, you must key a ship sequence in this field. *Valid Values:* A valid routing sequence associated with an outside service shipment (N 4,0) Required/Blank
F4=O/S Info	F4=O/S INFO is valid for outside service shipment routings only. That is, S displays in the **O/S Shp/Rec** field indicating that the operation represents a shipment to an outside vendor. Press F4=O/S INFO to review outside service information. The O/S Service Header Information Screen (p. 27-75) will appear.
F5=Comments	Press F5=COMMENTS to enter/review comments associated with this specific routing sequence. The Routing Comments Screen (p. 27-87) will appear. To enter/review general comments associated with a particular parent item, refer to F5=COMMENTS on the Routing Information Screen (p. 27-61).
F12=Return	Press F12=RETURN to return to the Routing Information Screen (p. 27-61).

Routing Information Detail Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	F24=DELETE appears only if you are changing an existing operation. Press F24=DELETE to delete the selected operation. You will be required to press this key again to confirm deletion. The Routing Information Screen (p. 27-61) will appear and the operation will be deleted from the list of operations on the screen. Additionally, routing specific comments associated with the particular routing sequence will be deleted along with the operation. General comments, however, will not be deleted.

O/S Service Header Information Screen

```
    Manufactured Item  BILL OF MATERIAL FILE MAINTENANCE                ADD
                        O/S Service Header Information
Parent Item No:  W1000                        Overhead Projector
           U/M:  EA
Revision Level:  ORIG                Eff. Date:  5/11/09
Operation:       OASB  Outside Assembly Service
Vendor? _.....
Name:




Return
Shipment Vendor? ......., or Default Code: .. (F=Finish Goods WH, C=Component WH,
Name:   ..............................          S=Spl Ord Cust)
Addr1:  ..............................
Addr2:  ..............................
Addr3:  ..............................
Addr4:  ..............................
City:   ....................          St/Prov? ............................
Cntry?  ....                         Zip/Pstl: ...........

                           F5=Items          F12=Return
```

This screen appears after you press F4=O/S INFO on the Routing Information Detail Screen (p. 27-65). Use this screen to maintain default outside service shipment information for the parent item. You may maintain this information as follows:

- Leave all fields on this screen blank; note that if you do not key any information on this screen, you will be required to key vendor information when entering a work order through Maintain Work Orders (MENU WOMAIN)
- Key a vendor number in the **Vendor** field on this screen
- Key a vendor number in the **Return Shipment Vendor** field on this screen
- Key a (return shipment) vendor's address in the address area on the lower portion of this screen
- Key a vendor number in both the **Vendor** and **Return Shipment Vendor** fields on this screen
- Key a default code of F for finished goods warehouse
- Key a default code of C for component warehouse
- Key a default code of S for special order customer

You would set up default outside service shipment information on this screen if you know which vendor to send the parent item to and if you know which vendor will receive the parent item following the first vendor (you could key a return shipment vendor code or key in a return address in the address location provided at the bottom of this screen). This is useful for contract relationships. Value Added Services will use this information when entering a work order through Maintain Work Orders (MENU WOMAIN). You will, however, have the option to override any information you key on this screen when entering the particular work order.

O/S Service Header Information Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: **Manufactured Item**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **Add**, **Change**, **Delete**. Display
Parent Item No	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Level	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only when the Work Orders Options Maintenance (MENU WOFILE) option **Use Effective Date** is set to Y. The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select an effective date. Display
Operation	This operation code and description of the operation you selected on the Routing Information Screen (p. 27-61). Display
(Ship-to) Vendor / Vendor Name	This field reflects the vendor to whom you will send the shipment. Key the appropriate vendor number. If you do not recall the number of the vendor, key a ? in this field and press ENTER to access the Vendor Search Screen. Refer to Vendors Maintenance (MENU POFILE / MENU APFILE) for information on the Vendor Search Screen. After you key the vendor number and press ENTER, the name and address of the vendor will display in the **Vendor Name** fields. *Valid Values:* A valid vendor defined in the Vendor Master File. (A 6) Optional

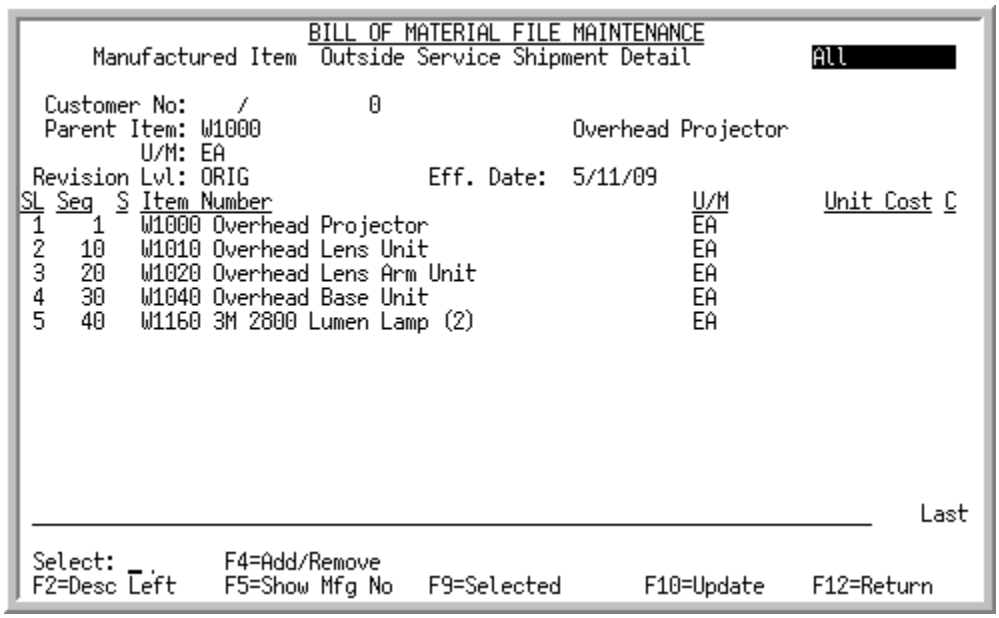
O/S Service Header Information Screen Fields and Function Keys

Field/Function Key	Description
Return Shipment Vendor	This field reflects the next vendor to whom you want the ship-to vendor to send the shipment to once they have completed their work on the product. You may select to use this field or the **Default Code** field. Key the appropriate vendor number. If you do not recall the number of the vendor, key a ? in this field and press ENTER to access the Vendor Search Screen. Refer to Vendors Maintenance (MENU POFILE / MENU APFILE) for information on the Vendor Search Screen. After you key the vendor number and press ENTER, the name and address of the vendor will display in the **Return Shipment Vendor Address** fields. *Valid Values:* A valid vendor defined in the Vendor Master File and designated as your work order vendor. (A 6) Optional
Default Code	This field reflects the default return shipping code. You may select to use this field or the **Return Shipment Vendor** field. Key F to specify to have items shipped back to the finished goods warehouse. Key C to specify to have items shipped back to the component warehouse. Key S to specify that the parent item was special ordered by a customer and the shipping address is from the customer included on the sales order. (A 1) Optional
(Return Shipment Vendor Address)	This field reflects the name and address of the vendor you selected in the **Return Shipment Vendor** field. If desired, you have the option of keying a new next shipping address information for the return shipping instructions.The address fields provided are: • **Name** • **Addr1**, **Addr2**, **Addr3**, **Addr4** • **City** • **St/Prov** • **Zip/Pstl** • **Cntry** (A 30, A30, A30, A30, A30, A20, A30, A10, A3) Optional
F5=Items	Press F5=ITEMS to display the Outside Service Shipment Detail Screen (p. 27-79), where you select which items you want to ship to a vendor.
F12=Return	Press F12=RETURN to return to the Routing Information Screen (p. 27-61), without updating this screen.

O/S Service Header Information Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	F24=DELETE appears only if you are changing an existing operation. Press F24=DELETE to delete the outside service vendor information associated with the operation. You are not deleting the operation itself, only the vendor information setup for the operation. You will be required to press F24=DELETE again to confirm deletion. The Routing Information Screen (p. 27-61) will display and the outside service vendor information will be deleted.
Enter	Press ENTER to confirm your selections and return to the Routing Information Screen (p. 27-61).

Outside Service Shipment Detail Screen



This screen displays after pressing F5=ITEMS on the O/S Service Header Information Screen (p. 27-75). Use this screen to review outside service shipment detail information associated with the parent item, and select which items you want to ship to a vendor. This screen displays all parent items, co-products, and components associated with the parent.

Use F4=ADD/REMOVE to add items to or remove items from the Outside Service Purchase Order. Only those parent items, co-products, and/or components marked with an **S** will be included on a PO and sent to the appropriate vendor.

Outside Service Shipment Details Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: **Manufactured Item**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **All**, **Selected**, **Not Selected**. Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display

Outside Service Shipment Details Fields and Function Keys

Field/Function Key	Description
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only when the Work Orders Options Maintenance (MENU WOFILE) option **Use Effective Date** is set to Y. The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select an effective date. Display
SL	This number represents the selection number associated with the corresponding parent item, co-product, or component. Key this number in the **Select** field to select the item for which you want to maintain cost information, or for which you want to add to or remove from shipment. Display
Seq	The sequence number associated with the corresponding parent item, co-product, or component. Display
S	The corresponding parent item, co-product, or component is marked for shipment. An **S** displays in the **S** column if the corresponding item is marked for shipment and will be included on the PO. This field is blank if the item is not marked for shipment and will not be included on the PO. You may mark or unmark an item for shipment with the F4=ADD/REMOVE key. Display
Item Number	The item number of the parent item, co-product, or component with the description displayed to the right. Display
U/M	Unit of measure associated with the corresponding parent item, co-product, or component. Display

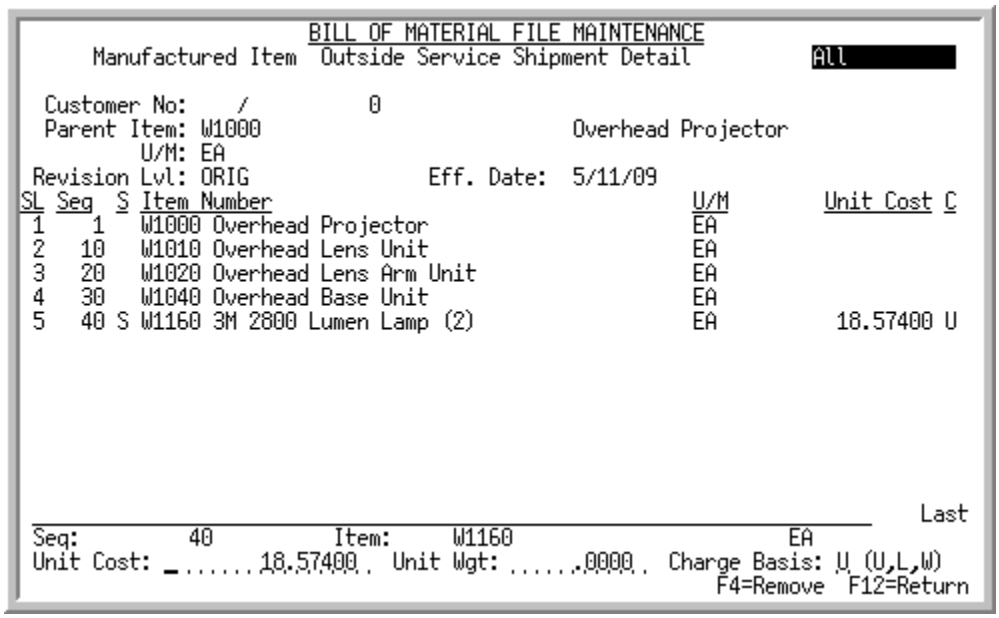
Outside Service Shipment Details Fields and Function Keys

Field/Function Key	Description
Unit Cost	Unit cost associated with the service performed. The **Unit Cost** is used with the **Charge Basis Code** to determine what this value represents. if the Charge Basis Code is unit cost, then the value in this field is multiplied times the quantity to calculate the cost. If the Charge Basis Code is lot, the value in the field is the cost for the entire quantity. For example, you are selling an item and are having words engraved on each item, if the price of the engraved letters is $1.00 per frame, that would be the unit cost. Display
C	The **Charge Basis Code**. A **U** displays in this column if the cost is calculated based on cost per unit; an **L** displays if the cost is calculated based on cost per lot (work order); a **W** displays if the cost is calculated based on cost per unit of weight. Display
Select	Use this field to select an item displayed on this screen for which you wish to maintain cost information, or for which you want to add to or remove from shipment. Key the selection number corresponding to the item you wish to select and press ENTER or F4=ADD/REMOVE. *Valid Values:* A number displayed in the **SL** field. (N 2,0) Optional
F2=Desc Left / F2=Desc Right / F2=Item & Desc	F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC is a 3-way toggle allowing you to display a combination of the item number and description. Press: • F2=DESC LEFT to display the item description only, starting at the left-most character; • F2=DESC RIGHT to display the item description only, starting at the right-most character; or, • F2=ITEM & DESC to display the item number and item description.
F4=Add/Remove	After keying an item's reference number in the **Select** field, press F4=ADD/REMOVE to add or remove the item from the Outside Service Purchase Order. Only those items marked with an S for shipment in the **S** field on the top portion of this screen will be included on a PO and sent to the appropriate vendor.
F5=Show Mfg No / F5=Hide Mfg No	F5=SHOW MFG NO / F5=HIDE MFG NO is a 2-way toggle allowing you to show, if applicable, or hide the manufacturer number in the **Item Number** field on this screen. You may optionally key a manufacturing number for an item through Item Master Maintenance (MENU IAFILE).

Outside Service Shipment Details Fields and Function Keys

Field/Function Key	Description
F9=Selected / F9=Not Selected / F9=All	F9=SELECTED / F9=NOT SELECTED / F9=ALL is a 3-way toggle allowing you to display on this screen all parent items, co-products, and components that have been marked for shipment (**Selected** displays in the **Mode** field), not marked for shipment (**Not Selected** displays in the **Mode** field), or all parent items, co-products, and components regardless if they have been marked for shipment (**All** displays in the **Mode** field).
F10=Update	After marking the appropriate items for shipment, press F10=UPDATE to confirm your selections and update the files. You will be returned to the Routing Information Detail Screen (p. 27-65).
F12=Return	Press F12=RETURN to return to the O/S Service Header Information Screen (p. 27-75), without updating the files.
Enter	After keying an item's reference number in the **Select** field, press ENTER to display the Outside Service Shipment Detail Cost Screen (p. 27-83) where you maintain cost information for the selected item.

Outside Service Shipment Detail Cost Screen



This screen appears after you select an item number in the **Select** field and press ENTER on the Outside Service Shipment Detail Screen (p. 27-79). Use this screen to maintain cost information for the item you selected. You also may select to unmark an item for shipment with F4=REMOVE.

Outside Service Shipment Detail Cost Screen Fields and Function Keys

Field/Function Key	Description
Type of Bill	The type of bill of material: **Assortment**, **Kit**, **Manufactured Item**. Display
(Mode)	This field displays the type of function being performed for the selected bill of material: **All**, **Selected**, **Not Selected**. Display
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are is displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display

Outside Service Shipment Detail Cost Screen Fields and Function Keys

Field/Function Key	Description
Revision Lvl	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only when the Work Orders Options Maintenance (MENU WOFILE) option **Use Effective Date** is set to Y. The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select an effective date. Display
SL	This number represents the selection number associated with the corresponding parent item, co-product, or component. Key this number in the **Select** field to select the item for which you want to maintain cost information, or for which you want to add to or remove from shipment. Display
Seq	The sequence number associated with the corresponding parent item, co-product, or component. Display
S	The corresponding parent item, co-product, or component is marked for shipment. An **S** displays in the **S** column if the corresponding item is marked for shipment and will be included on the PO. This field is blank if the item is not marked for shipment and will not be included on the PO. Display
Item Number	The item number of the parent item, co-product, or component with the description displayed to the right. Display
U/M	Unit of measure associated with the corresponding parent item, co-product, or component. Display
Unit Cost	Unit cost associated with the service performed based on the **Charge Basis Code**. Display
C	The charge basis code. A **U** displays in the **C** column if the cost is calculated based on cost per unit; an **L** displays if the cost is calculated based on cost per lot (work order); a **W** displays if the cost is calculated based on cost per unit of weight. Display

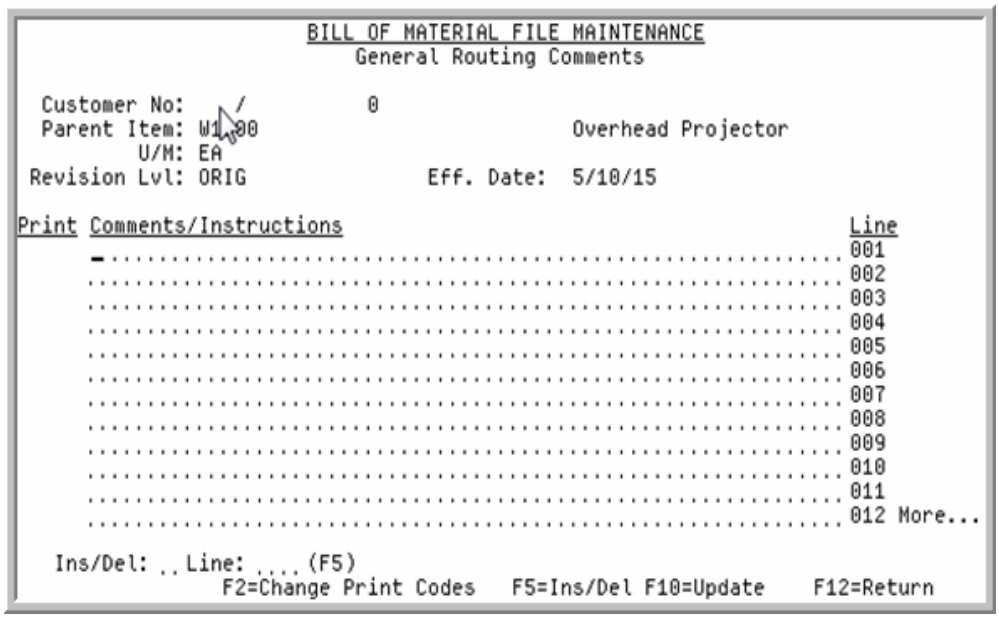
Outside Service Shipment Detail Cost Screen Fields and Function Keys

Field/Function Key	Description
Seq	The selected sequence number, associated with the corresponding parent item, co-product, or component. Display
Item	The item number of the parent item, co-product, or component selected to have cost details added. Display
(U/M)	Unit of measure associated with the corresponding selected parent item, co-product, or component. Display
Unit Cost	This field represents the unit cost associated with the service performed. The **Unit Cost** is used with the **Charge Basis Code** to determine what this value represents. if the Charge Basis Code is unit cost, then the value in this field is multiplied times the quantity to calculate the cost. If the Charge Basis Code is lot, the value in the field is the cost for the entire quantity. For example, you are selling an item and are having words engraved on each item, if the price of the engraved letters is $1.00 per frame, that would be the unit cost. Key the appropriate unit cost to be associated with the particular service. You must key a cost in this field if you key a charge basis code in the **Charge Basis** field. (N 15,5) Optional/Required
Unit Wgt	This field represents the unit weight associated with the service performed. This value and the value in the **Charge Basis** field determines how the accumulated costs will be calculated. Key the appropriate unit weight. You must key a weight in this field if you key a W charge basis code in the **Charge Basis** field. *Default Value:* the unit weight from the Item Master File (ITMST) defaults when the **Charge Basis Code** is W and the user presses the ENTER key. (N 9,4) Optional/Required
Charge Basis	This field (and the **Unit Wgt** field) identifies how the cost keyed in the **Unit Cost** field will be utilized. You must key a charge basis code in this field if you key a cost in the **Unit Cost** field or a weight in the **Unit Wgt** field. Key U to base the cost per unit. Key L to base the cost per lot (work order). Key W to base the cost per unit of weight. (A 1) Required

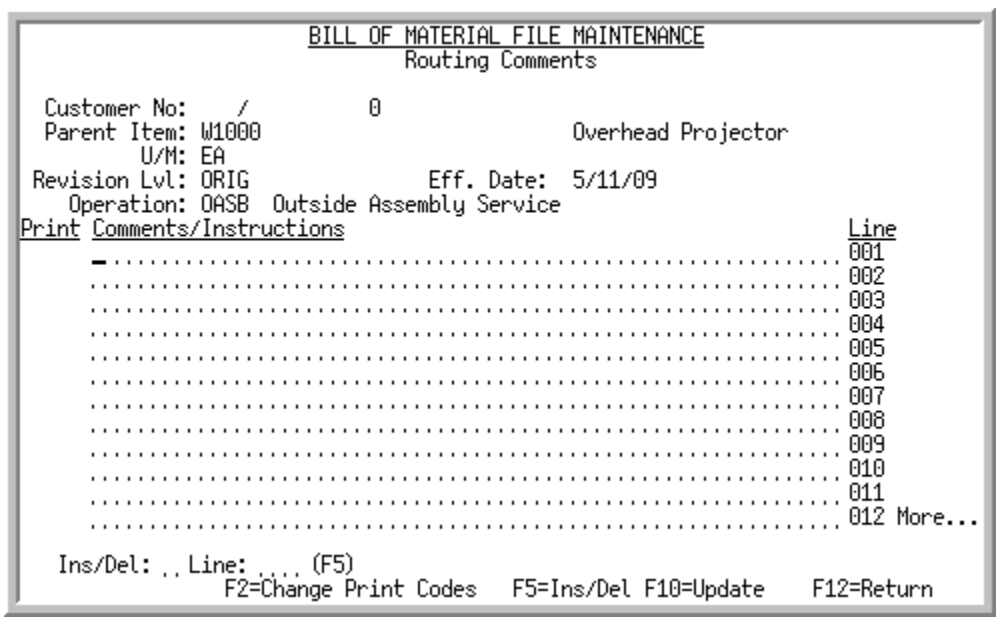
Outside Service Shipment Detail Cost Screen Fields and Function Keys

Field/Function Key	Description
F4=Remove	Press F4=REMOVE to unmark an item for shipment if you no longer wish to include that item on the Outside Service Purchase Order. The S will disappear in the **S** field corresponding to the selected item.
F12=Return	Press F12=RETURN to return to the Outside Service Shipment Detail Screen (p. 27-79), without updating this screen.
Enter	After keying in cost information, press ENTER to confirm your selections. You will be returned to the Outside Service Shipment Detail Screen (p. 27-79) and the item will automatically be marked with an S for shipment.

General Routing Comments Screen



Routing Comments Screen



The General Routing Comments Screen appears after you press F5=COMMENTS from the Routing Information Screen (p. 27-61) to enter/review general comments associated with the parent item. The Routing Comments Screen appears after you press F5=COMMENTS from the Routing Information Detail Screen (p. 27-65) to enter/review comments associated with a particular routing sequence; in which case the operation performed within the routing will then display in the **Operation** field in the header

portion of this screen. Use this screen to review the applicable comments and/or enter up to 998 lines of free form comments to be associated with the selected parent item or routing sequence.

Use F2=CHANGE PRINT CODES to key a 1-character print code in the **Print** field, or comment text in the **Comments/Instructions** field.

NOTE: If you are entering general comments (i.e., you accessed this screen from Routing Information Screen (p. 27-61)), they will print on the top portion of the Work Order Traveler document, if the **Print** code is defined to allow them to print. If you are entering comments specific to a routing sequence (i.e., you accessed this screen from Routing Information Detail Screen (p. 27-65)), they will print below each routing sequence on the Work Order Traveler document, if the **Print** code is defined to allow them to print.

General Routing Comments Screen Fields and Function Keys

Field/Function Key	Description
Customer No	If a bill of material is being created for a specific customer number, the company/customer number and customer name are displayed here; otherwise, the customer number displays a zero (0). Display
Parent Item	The item number and description of the parent item. Display
U/M	The default stocking unit of measure of the parent item. Display
Revision Lvl	The revision level selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select a revision level. Display
Eff Date	This field displays only when the Work Orders Options Maintenance (MENU WOFILE) option **Use Effective Date** is set to Y. The effective date selected on the Bill of Material File Maintenance Selection Screen with Value Added Services (p. 27-5); this field is blank if you chose not to select an effective date. Display
Operation	The operation code assigned for each operation within the routing of the selected item. This code is used to indicate which operations are to be performed for the selected item at a particular point in the routing. Display

General Routing Comments Screen Fields and Function Keys

Field/Function Key	Description
Print	You may access this field via the F2=CHANGE PRINT CODES / F2=CHANGE CMT TEXT function key. This field represents the print code, if applicable, to be assigned to each line of comment text. Key X if you do not want the associated comment text to print on the Work Order Traveler, PO Pick List, or Outside Service Receiving List. Key T if you want the associated comment text to print on the Work Order Traveler document only. Key P if you want the associated comment text to print on the PO Pick List only. Key R if you want the associated comment text to print on the Outside Service Receiving List only. Leave this field blank if you want the associated comment text to print on the Work Order Traveler, PO Pick List, or Outside Service Receiving List. *Valid Values:* X, T, P, R or Blank (A 1) Optional
Comments/Instructions	Use these fields to enter up to 998 lines of free form comments/instructions to be associated with the parent item or selected operation. To change comment text, refer to the F2=CHANGE PRINT CODES / F2=CHANGE CMT TEXT function key. (998 @ A 62) Optional
Line	The line number, up to 998 lines, assigned to the comment/instruction text. Refer to this value when inserting other comment/instruction lines. Display
Ins/Del	Use this field in conjunction with the **Line (F5)** field and F5=INS/DEL to either insert a new line or to delete an existing line. Key I to insert a line. Key D to delete a line. (A 1) Optional
Line (F5)	Use this field in conjunction with the **Ins/Del** field and F5=INS/DEL to select a line you either wish to insert a line after or delete. Key the line number of the line you wish to insert a new line after or you wish to delete. (N 2,0) Optional
F2=Change Print Codes / F2=Change Cmt Text	The F2=CHANGE PRINT CODES / F2=CHANGE CMT TEXT function key is toggle allowing you to add or change print codes displayed in the **Print** field, or add or change comment text displayed in the **Comments/Instructions** field.

General Routing Comments Screen Fields and Function Keys

Field/Function Key	Description
F5=Ins/Del	Use F5=INS/DEL in conjunction with the **Ins/Del** field and the **Line (F5)** field in order to either insert a new line or to delete an existing line.
F10=Update	Press F10=UPDATE to update these changes and return to the Routing Information Screen (p. 27-61) or the Routing Information Detail Screen (p. 27-65).
F12=Return	Press F12=RETURN to return to the Routing Information Screen (p. 27-61) or the Routing Information Detail Screen (p. 27-65).

Bill of Material Listing

Once you have set up your bills of material, you can print a listing of those bills through the Bill of Material Listing option on the Bill of Material File Maintenance Menu (MENU OBFILE). This option also determines if the parent cost will be updated when the cost of a component changes.

The Bill of Material Listing option is explained in this section. The screens in this option and a brief description of their purpose are listed in the following table. A complete description of each screen is provided in this section.

Title	Purpose
Bill of Materials Listing Selection Screen	Used to select the items to print on the Bill of Materials Listing (p. 27-95).
Bill of Material Cost Adjustments Screen	Informs you that inventory accounting cost adjustment transactions will be created for all parent items that match your selection criteria entered on the Bill of Materials Listing Selection Screen (p. 27-91).
Report Options Screen	Refer to the Cross Applications User Guide.
Bill of Materials Listing	Prints the bill of material information specified through Bill of Material Maintenance (MENU WOFILE/MENU OBFILE).

Bill of Materials Listing Selection Screen

```
                        BILL OF MATERIALS LISTING


CO?/Customer:       _ . / ...........        to?      ... / ...........

Parent Number: ............................ to ............................

               Warehouse?                      ...  (**-All Warehouses)
               Include Manufactured Bills:  N   (Y/N)
               Include Kits:                ..  (Y/N)
               Include Assortments:         ..  (Y/N)

         Cost to be used:   ..     A - Average Cost     U - User Cost
                                   S - Standard Cost    L - Last Cost
         Rollup Mfg/Kit
           Parent Costs:    ..     N - No
                                   Z - Only zero cost (new) items *
                                   A - All items *

                              * Only available with standard or user cost


                                                                F3=Cancel
```

This screen displays after selecting option 11 from MENU OBFILE. Use this screen to select the items to print on the Bill of Materials Listing (p. 27-95), and to determine if the parent cost will be updated if the cost (standard or user) of a component item changes.

Bill of Materials Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	Use these From/To ranges to select the customer specific customer information that will print on the listing. Key the company/customer numbers of those customers for whom unique bills of material (created for specific customers) will print. 2 @ (N2,0/N10,0) Optional
Parent Number	Use these From/To ranges to select the items that will print on the listing. Key the range of parent item numbers to print on the listing. (2 @ A27) Optional
Warehouse	Use this field to select the items that will print on the listing. Only items associated with this warehouse that match other criteria entered on this screen will be included. Key the warehouse associated with those customers and items for which unique bills of material will print. (A 2) Required

Bill of Materials Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Include Manufactured Bills	Use this field to indicate if you want to print manufactured item bills of material on the listing. You are required to enter a selection in this field if Value Added Services is not installed. If Value Added Services is installed this field will display only and its value will be N. Refer to BOM & Routing Listing (WOREPT -Option 1) and BOM Cost Rollup Report/Update (WOMAST -Option 1) for information about listing and cost roll up for manufactured item bills of material. Key Y to include manufactured item bills of material on the listing. Key N if you do not want to print manufactured item bills of material. (A 1) Required/Display
Include Kits	Use this field to indicate if you want to print kits on the listing. Key Y to include kit type bills of material on the listing. Key N if you do not want to print kit type bills of material. (A 1) Required
Include Assortments	Use this field to indicate if you want to print assortments on the listing. Key Y to include assortment type bills of material on the listing. If you key Y, you will not be allowed to update parent cost if the cost of a component item changes; see the **Rollup Mfg/Kit Parent Cost** field for details. Key N if you do not want to print assortment type bills of material. (A 1) Required
Cost to be used	Use this field to specify which cost is used as the material costs on the listing: average, standard, user, or last. Key A to use the average cost. Key S to use the standard cost. Key U to use the user cost. Key L to use the last cost. NOTE: If you key A or L, you will not be allowed to update parent cost if the cost of a component item changes; see the **Rollup Mfg/Kit Parent Cost** field for details. (A 1) Required

Bill of Materials Listing Selection Screen Fields and Function Keys

Field/Function Key	Description
Rollup Mfg/Kit Parent Costs	Use this field to specify if the parent cost will be updated if the cost (standard or user) of a component item changes. This is useful if the cost change of a component item needs to be updated in multiple parent items throughout the system. The costs will be updated in the Item Balance File for all parent items that contain the affected component item. Also, Distribution A+ will create inventory accounting cost adjustment transactions for all parent items that require a cost change. Key N if you do not want the parent cost updated. When the cost (standard or user) of a component item changes, a roll-up of cost into the parent cost will not occur. Key Z if you want the parent cost updated, but only for new parent items with a zero cost. Key A if you want the parent cost updated for all items that are applicable when the cost of a component item changes. NOTE: If you select to have parent costs updated for new items or all items, after pressing ENTER on this screen, the Bill of Material Cost Adjustments Screen (p. 27-94) will display following the Report Options Screen. A Group ID is generated from that screen, which you use to edit the I/A transaction group (MENU IAMAIN), and then post the transactions (MENU IAMAIN). It is after posting occurs that the item balance records are updated in the Item Balance File to reflect the appropriate costs. Additionally, selecting to update the parent costs for new items or all items is available only with standard or user costs. *Valid Values:* • Must be N if the **Cost to be used** field = A or L • Must be N if the **Include Assortments** field = Y • May be Z only if the **Cost to be used** field = S or U • May be A only if the **Cost to be used** field = S or U (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU OBFILE will display.
Enter	Press ENTER to confirm your selections. The Report Options Screen will display (refer to the Cross Applications User Guide for details about this screen). After pressing ENTER on the Report Options Screen, the Bill of Material Cost Adjustments Screen (p. 27-94) will display, if you keyed either Z or A in the **Rollup Mfg/Kit Parent Costs** field on this screen. Otherwise, MENU OBFILE displays. The Bill of Materials Listing (p. 27-95) will print after you press ENTER on the Report Options Screen or, if applicable, Bill of Material Cost Adjustments Screen (p. 27-94).

Bill of Material Cost Adjustments Screen

```
                    BILL OF MATERIAL COST ADJUSTMENTS

The system will create Inventory Accounting cost adjustment transactions
for all parent items that meet your selection criteria.  These items will
be marked *CHANGED* on the Bill of Material File Listing.

The cost adjustments will be placed in an IA transaction group and the
system will send you a message providing the group ID.  After you receive
the message do the following:

     1.  Edit the IA transaction group and review the edit list
         (IAMAIN - Option 2).

     2.  Use Enter/Update Transactions (IAMAIN - Option 1) to make
         any necessary changes.  This step is usually not required.

     3.  Use Process Transactions (IAMAIN - Option 3) to post the
         cost adjustment transactions

                                                   Press Enter to Continue
```

This screen displays after pressing ENTER on the Report Options Screen, only if you selected to update parent cost by keying either Z or A in the **Rollup Mfg/Kit Parent Costs** field on the Bill of Materials Listing Selection Screen (p. 27-91). It is an informational screen that informs you that inventory accounting cost adjustment transactions will be created for all parent items that match your selection criteria entered on the Bill of Materials Listing Selection Screen (p. 27-91). These items will further be identified by being marked with *CHANGED* on the Bill of Materials Listing (p. 27-95).

Additionally, this screen informs you that cost adjustments will be placed in an inventory accounting transaction group, identified by the Group ID sent to you via a message after you press ENTER on this screen. After you receive the message, be sure to perform the three steps listed on this screen.

Bill of Material Cost Adjustments Screen Function Keys

Field/Function Key	Description
Press Enter to Continue	Press ENTER to continue. You will return to the menu and, within a few seconds, a message will display similar to the following: IA Transaction Group XX, where XX = the Group ID, contains BOM parent cost adjustment transactions that are ready to be edited, reviewed, and posted. Following the display of this message, you are returned to the menu upon exiting the message screen, and the listing will print. Be sure to perform the steps listed on this screen, and review the Bill of Materials Listing (p. 27-95). NOTE: After pressing ENTER on this screen, if no BOM parent items qualified for cost changes, a message displays informing you of this.

Bill of Materials Listing

```
OB807  02/19/14  17.56.06                    BILL OF MATERIAL FILE LISTING          WH:  ALL        AG      /APDEMO    PAGE    1
Customers From: 01/0000000010   Parents From: A300                                                  Kits
                01/0000000010            To: A300                          User Cost
                                                      KITS
Co/Cust       Parent                            Desc 1                            Desc 2                                  U/M
Allow Decimals          User Area
Explode on Pick Slip                    Labor Hours Cd Labor Rate Desc                Rate      Extension      Mat & Lab
Explode on Invoice                      Setup Hours Cd Setup Rate Desc                Rate      Extension      Mat & Lab
Revision Level          Effective Date  Roll-Up Pricing  Roll-Up OE Cost  Roll-Up Comm Cost  Setup Amount  Setup G/L No.
-------------------------------------------------------------------------------------------------------------------------------
01/0000000010 A300                            Desk Set Kit                                                                  EA
      N
      Y
      N
                        00/00/00              N              Y              Y
 Seq Component Number
 ___ ________________    ________ ____ __ ________________              ___     ________     ________ ________
  10 A310
          EA        1.00000          .00000
  20 A330
          EA        1.00000        13.16789                                                                  13.17
  30 A360
          EA        1.00000        16.16789                                                                  16.17
  40 A370
          EA        1.00000          .00000
                                -------------                                          ------------  ------------
                                   29.33578                                                                  29.34
```

This listing prints after your responses on the screens that display after you select option 11 - Bill of Materials Listing (MENU WOFILE/MENU OBFILE). If all three types of bill of materials are selected, each will print as a major section of the report and each will start on a new page. Within each of these sections, and for each parent bill of material, one line is printed for each component item, message, or special charge and total amounts of the parent item for the Material Cost, Extension, and Material & Labor are printed.

NOTE: Inventory accounting cost adjustment transactions are created for all parent items that match your selection criteria entered on the Bill of Materials Listing Selection Screen (p. 27-91), if you selected to update the parent cost if the cost of a component item changes. These items will further be identified by being marked with ***CHANGED*** on this listing.

CHAPTER 28 Maintaining the Work Order Options

28

System options are used to select the following information for use in Value Added Services:

- Default work order vendor number
- Default outside service vendor number
- Labor cost
- Effective date

Warehouse options are used to specify the tailoring selections for each warehouse used in Value Added Services. You may tailor the following information:

- Determine whether or not work orders may be altered through Order Entry
- Select the default work order status (planning or production)
- Select the default values for the printing of the Work Order Pick List, Outside Service Purchase Order, Work Order Traveler, and Outside Service Receiving List, as well as select the default routing step for the Pick List and Outside Service Purchase Order
- Select the default output queues for the Work Order Pick List, Outside Service Purchase Order, Work Order Traveler, and Outside Service Receiving List
- Determine if the Work Order Pick List will be allowed to print when the special order sales order is on either a Credit (CR) hold or Slow Pay (SP) hold
- Select the number of blank activity lines to print on the Work Order Traveler
- Determine if inventory will be moved to the work-in-process location after pick confirm
- Select the work-in-process location

NOTE: If Customer Consignment is installed, Work Order Options Maintenance is not available for customer consignment warehouses.

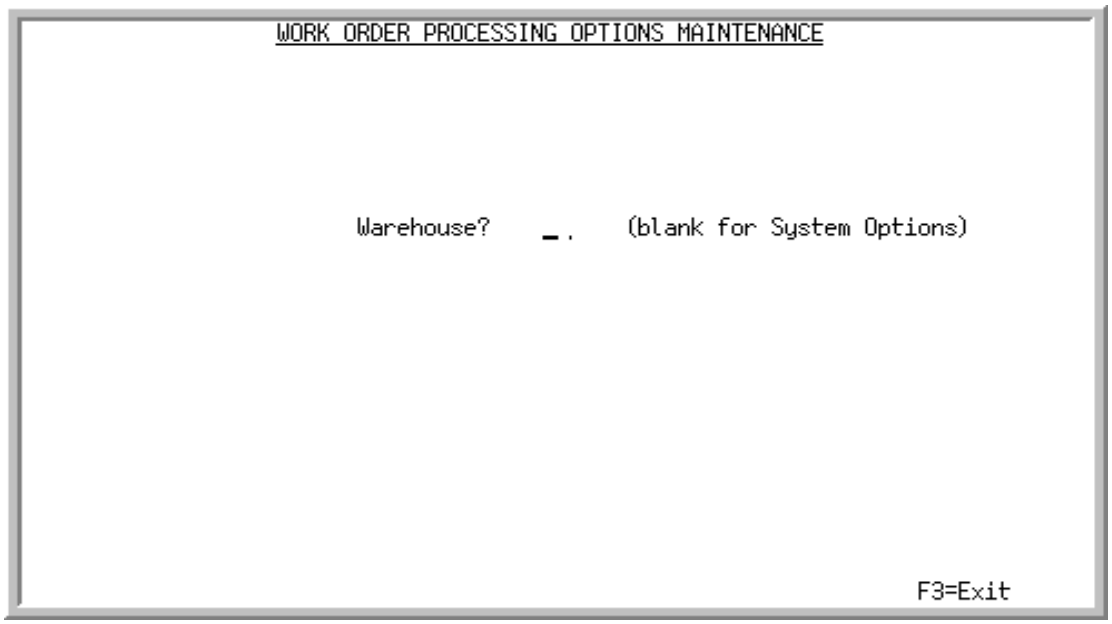
Use the Work Order Options Maintenance option on the Value Added Services File Maintenance Menu (MENU WOFILE) to create and maintain system and warehouse tailoring options for Value Added Services.

Work Order Options Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
W/O Processing Options Maintenance Selection Screen	Used to select to maintain system or warehouse options.
W/O Processing System Options Maintenance Screen	Used to define system-level settings for the module.
W/O Processing Warehouse Options Maintenance Screen	Used to define warehouse-level settings for the module.

W/O Processing Options Maintenance Selection Screen



This screen appears after you select the Work Order Options Maintenance option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to create and maintain system and warehouse tailoring options for Value Added Services.

NOTE: If Customer Consignment is installed, work order processing options maintenance is not available for customer consignment warehouses.

W/O Processing Options Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	This field is used to select the type of options you wish to create or maintain: system or warehouse. Leave this field blank to create or maintain system options. System options are used to tailor Value Added Services. Key the two character ID of the warehouse for which warehouse options will be created or maintained. Warehouse options are used to tailor each warehouse used in Value Added Services. *Valid Values:* A warehouse defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Optional
F3=Exit	Press to exit from this option and return to the menu.

W/O Processing Options Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selection. The W/O Processing System Options Maintenance Screen (p. 28-5) will appear, if you are defining system options and left the **Warehouse** field blank. If you keyed a valid ID in the Warehouse field to designate the setup of work order options specific to each of your warehouses, the W/O Processing Warehouse Options Maintenance Screen (p. 28-12) will appear instead.

W/O Processing System Options Maintenance Screen

```
WORK ORDER PROCESSING OPTIONS MAINTENANCE

Work Order Vendor Number?   WOVEN
Default O/S Vendor Number?  OSVEN
Labor Cost to be used:      A          (S,A,N)
Use Effective Date:         Y          (Y,N)
Track Work Order Activity:  Y          (Y,N)

                                       F12=Return
```

This screen appears after you press ENTER on the W/O Processing Options Maintenance Selection Screen (p. 28-3), if you left the *Warehouse* field blank to define system options. Use this screen to determine and record your work order system options.

W/O Processing System Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Work Order Vendor Number	The vendor that you key in this field will be used as the default vendor in work order processing when performing special order processing, suggested order processing, and PO receiving. If you are performing any of these processes and a manufactured item is used for creating a suggested work order (as opposed to a suggested PO) it will be created for the default vendor you select in this field. This vendor is used for internal tracking purposes only and will not be visible when performing any of these processes. Additionally, for special order processing, this vendor number may be keyed in the *Vendor No* field in Item Balance Maintenance (MENU IAFILE) to represent that the item is manufactured, not purchased. Furthermore, this vendor number will be used accordingly for the following processes: • Special order processing will use this vendor number to create either a work order special order request or an actual work order instead of a purchase order special order request • Suggested order processing will use this vendor to create a suggested work order instead of a suggested purchase order • Purchase Order receiving will use this number for internal purposes only NOTE: If you key a ? in this field, the Vendor Search Screen will appear. For a presentation and explanation of this screen, refer to the Cross Applications User Guide.

W/O Processing System Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Work Order Vendor Number continued...	**Important** The vendor number you key in this field is the vendor number you are selecting to be used internally as your “work order” processing vendor. This vendor number cannot have any open requisitions or purchase orders associated with it, and once you key a vendor number in this field, you will not be able to use this vendor number for the Purchasing module. Also, once you select this vendor, you will not be able to change the default vendor while outstanding work orders exist. Therefore, be sure that the vendor you key in this field is the one that you want used for your work order vendor. You will only have the option to change the default work order vendor after all work orders have been closed. To avoid any confusion, it is suggested that you create a work order specific vendor in the Vendor Master File and use this vendor solely for the purpose of work order processing *Valid Values:* A vendor number defined in the Vendor Master File that is not a regular PO vendor number (i.e., the vendor number cannot have open requisitions or purchase orders associated with it). (A 6) Required

W/O Processing System Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default O/S Vendor Number	The vendor that you key in this field will be used as the default vendor in work order processing when utilizing vendors for outside services. This vendor is used for internal tracking purposes only and will not be visible when performing work order processing. NOTE: If you key a ? in this field, the Vendor Search Screen will appear. For a presentation and explanation of this screen, refer to the Cross Applications User Guide. **Important** The vendor number you key in this field is the vendor number you are selecting to be used internally as your "outside service" processing vendor. This vendor number cannot have any open requisitions or purchase orders associated with it, and once you key a vendor number in this field, you will not be able to use this vendor number for the Purchasing module. Also, once you select this vendor, you will not be able to change the default vendor if any purchase orders are outstanding for outside service work orders. Therefore, be sure that the vendor you key in this field is the one that you want used for your default outside service vendor. You will only have the option to change the default outside service vendor after all work orders have been closed. To avoid any confusion, it is suggested that you create an outside service specific vendor in the Vendor Master File and use this vendor solely for the purpose of work order processing. *Valid Values:* A valid vendor number defined in the Vendor Master File that is not a regular PO vendor number (i.e., the vendor number cannot have open requisitions or purchase orders associated with it). (A 6) Required

W/O Processing System Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Labor Cost to be used	This field allows you to designate if you want to include labor cost in the parent of an item and, if so, which labor cost will be used when parent items of work orders are received into inventory. Key S to use standard labor cost defined in the routing step for roll-up purposes in the cost of the parent item. Key A to use actual labor cost reported through production activity for roll-up purposes in the cost of the parent item. NOTE: The use of the actual labor cost will occur only on operations that answer Y to report actual labor in Operations Maintenance (MENU WOFILE). If report actual labor is set to N, no labor cost will be rolled up. Key N to assign no labor cost. If you select N in this field, no labor costs, actual or standard, will be rolled into the cost of the parent. NOTE: If you need to change this field from A to S or vice versa, you should be certain to have no outstanding partial work order receipts. Unexpected posting values may occur if you change the field value with outstanding partial work order receipts. (A 1) Required
Use Effective Date	This field allows you to designate if you want to include the use of effective dates in both maintenance and inquires in Value Added Services. If you select to use effective dates, you will have the ability to use or ignore effective dates throughout Value Added Services. If you select not to use effective dates, then effective dates will not be displayed in any options throughout Value Added Services. **Important** If you set this field to Y and then later wish to change this field to N, before doing so you must first remove all effective dates associated with work orders or create new orders with blank effective dates. If you simply set this field to Y and then change it to N without removing effective dates or creating new orders, all work orders previously setup with effective dates will no longer be recognized by Value Added Services. Key Y to enable the use effective dates throughout Value Added Services. Key N to prohibit effective dates from displaying in Value Added Services. (A 1) Required

W/O Processing System Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Track Work Order Activity	Use this field to indicate whether you want the system to maintain an audit trail of the actions performed, including the creation of a work order and the receiving of the work order. If you key a Y in this field, for each action performed on a work order, the system will record a description of the activity, the user who performed the activity, the date and time the action was taken, and any relevant notes for the activity. Activities are recorded in the Work Order Activity File (WOATV). The following types of activities are tracked: • Planned W/O Added • Production W/O Added • W/O Allocated • W/O Changed • W/O Pick List Printed • W/O Pick Confirmed • W/O RF Pick Confirmed • W/O Pick List Cleared • W/O Traveler Printed • O/S PO Printed • O/S Rec List Printed • W/O Receipts Entered • W/O Receipts Changed • W/O Receipts Deleted • W/O Partial Receipt • W/O Received Complete • W/O Processed by ABR • Prod Act Maintained • O/S PO Reprinted You can review the activity for a specific work order from the Work Order Activity Screen in the Work Order Inquiry (MENU WOMAIN), which is accessed using the F18 function key from the Work Order Display Screen. You can select to purge activity from the Reorganize A+ History Files option (MENU XAMAST). If you key a N in this field, the system will not record work order activity. *Default Value:* N (A 1) Required

W/O Processing System Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press to return to the W/O Processing Options Maintenance Selection Screen (p. 28-3), without updating work order system options.
Enter	Press to confirm your selections. The W/O Processing Options Maintenance Selection Screen (p. 28-3) will appear.

W/O Processing Warehouse Options Maintenance Screen

```
                    WORK ORDER PROCESSING OPTIONS MAINTENANCE
                      WH: 1  Hartford, CT


   Alter Work Orders through OE:  Y     (Y,N)
   Default Work Order Status:     O     P=Planned,O=Production
   Print Work Order Pick List:    Y     (Y,N)        Output Queue: QPRINT.....
     Allow WO Pick on CR Hold:    N     (Y,N)
     Allow WO Pick on SP Hold:    Y     (Y,N)
                 Routing Step:   *NEXT  (*ALL,*NEXT,*SAME)
   Print WO Pick List Headings:   Y     (Y,N)
   Print O/S Purchase Order:      Y                  Output Queue: QPRINT.....
   Print Work Order Traveler:     Y     (Y,N)        Output Queue: QPRINT.....
     No. of Blank Activity Line:  2     (0-99)
   Print O/S Receiving List:      Y     (Y,N)        Output Queue: QPRINT.....

   Move Inventory to WIP
     Location after Pick Confirm: Y     (Y,N)
                                  Rw.Bin.Sh
    Work In Process Location:     30.300.30 .......
    Component Issue Allowable Variance: .... %


                                                          F12=Return
```

This screen appears after you enter a valid warehouse ID and press ENTER on the W/O Processing Options Maintenance Selection Screen (p. 28-3).

Use this screen to tailor selections for each warehouse used in Value Added Services. The values you enter on this screen will be used as default values, where applicable, throughout Value Added Services. You may override these default values, if desired.

W/O Processing Warehouse Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Alter Work Orders through OE	This field determines if you will be able to access Maintain Work Orders (MENU WOMAIN) when entering an order through Enter, Change & Ship Orders (MENU OEMAIN) in Order Entry. Key Y to have the ability to access Maintain Work Orders (MENU WOMAIN) during order entry, based on Distribution A+ security. The F23=WO function key will be available during order entry the *Item Review Screen*, that will send you directly to Maintain Work Orders for the item that the customer is ordering. Key N to prevent access to Maintain Work Orders (MENU WOMAIN) during order entry. If you key N in this field, a work order request or work order can still be created but you will not be able to alter the request or work order. (A 1) Required

W/O Processing Warehouse Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Default Work Order Status	This field determines the default status of work orders created through Enter, Change & Ship Orders (MENU OEMAIN) in Order Entry. A planned default status will not allocate component inventory or create a purchase order special order request for order entry. This will allow you to review and modify the work order to make it "production ready." A production order status will immediately reserve component inventory for a work order. Key P to assign a default status of planned. Key O to create a production work order and assign a default status of allocated. (A 1) Required
Print Work Order Pick List	This field determines the default value that will be used for the printing of Work Order Pick Lists in Release Work Orders (MENU WOMAIN). You will be allowed to override this default value, if desired. Key Y to designate Work Order Pick Lists to print. Key N if you want the default value to designate not to print Work Order Pick Lists. (A 1) Required
Output Queue (Pick List)	This field determines the default output queue that will be used in Release Work Orders (MENU WOMAIN) when printing Work Order Pick Lists. You will be allowed to override this default value, if desired. Key the output queue to which this type of document will be directed for printing. NOTE: For additional information regarding output queues and which one will be used, refer to Override Output Queues (MENU XAFILE). *Valid Values:* A valid AS/400 output queue (A 10) Required

W/O Processing Warehouse Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Allow WO Pick on CR Hold	This field determines if the Work Order (WO) Pick List will be allowed to print when a special order sales order is on a Credit (CR) hold. Key Y to allow the WO Pick List to print when the special order sales order, associated with the work order, is on CR hold. Key N to not allow the WO Pick List to print when the special order sales order, associated with the work order, is on CR hold. NOTE: If you key N, since the special order parent item that requires work order processing is performed during Order Entry (via F23=WO on the Item Review Screen), and the order could not yet be placed on CR hold, the WO Pick List may be printed. This edit to not allow this printing will not be able to occur in this situation. *Default Value:* Y (A 1) Required
Allow WO Pick on SP Hold	This field determines if the Work Order (WO) Pick List will be allowed to print when the special order sales order is on a Slow Pay (SP) hold. Key Y to allow the WO Pick List to print when the special order sales order, associated with the work order, is on SP hold. Key N to not allow the WO Pick List to print when the special order sales order, associated with the work order, is on SP hold. NOTE: If you key N, since the special order parent item that requires work order processing is performed during Order Entry (via F23=WO on the Item Review Screen), and the order could not yet be placed on SP hold, the WO Pick List may be printed. This edit to not allow this printing will not be able to occur in this situation. *Default Value:* Y (A 1) Required

W/O Processing Warehouse Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Routing Step (Pick List)	This field determines the inventory that will print on Work Order Pick Lists when generated through Release Work Orders (MENU WOMAIN). You will be allowed to override this default value, if desired. Key *ALL if you want Work Order Pick Lists to include all routing steps for the designated work order. Key *NEXT if you want Work Order Pick Lists to include only the inventory for the next routing step for which a list has not yet been printed for the designated work order. Distribution A+ will locate the next routing step that needs a Work Order Pick List printed for the inventory and include only that routing step on the list. Key *SAME if you want Work Order Pick Lists to include inventory for the last routing step for which a list was printed for the designated work order. Distribution A+ will locate the same routing step and include only that routing step on the list. (A 5) Required
Print WO Pick List Headings	This field determines if work order pick list headings will print on Work Order Pick Lists when generated through Release Work Orders (MENU WOMAIN). You will be allowed to override this default value, if desired. Key Y to designate work order pick list headings to print. Key N to omit work order pick list headings. (A 1) Required
Print O/S Purchase Order	This field determines the default value that will be used for the printing of Outside Service Purchase Orders in Release Work Orders (MENU WOMAIN). You will be allowed to override this default value, if desired. Key Y to designate Outside Service Purchase Orders to print. Key N if you want the default value to designate not to print Outside Service Purchase Orders. (A 1) Required
Output Queue (O/S Purchase Order)	This field determines the default output queue that will be used in Release Work Orders (MENU WOMAIN) when printing Outside Service Purchase Orders for outside service operations. You will be allowed to override this default value, if desired. Key the output queue to which this type of document will be directed for printing. NOTE: For additional information regarding output queues and which one will be used, refer to Override Output Queues (MENU XAFILE). *Valid Values:* A valid AS/400 output queue (A 10) Required

W/O Processing Warehouse Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Print Work Order Traveler	This field determines the default value that will be used for the printing of Work Order Travelers in Release Work Orders (MENU WOMAIN). You will be allowed to override this default value, if desired. Key Y to designate Work Order Travelers to print. Key N if you want the default value to designate not to print Work Order Travelers. (A 1) Required
Output Queue (WO Traveler)	This field determines the default output queue that will be used in Release Work Orders (MENU WOMAIN) when printing the Work Order Traveler document. You will be allowed to override this default value, if desired. Key the output queue to which this type of document will be directed for printing. NOTE: For additional information regarding output queues and which one will be used, refer to Output Queue Overrides Maintenance (MENU XAFILE). *Valid Values:* A valid AS/400 output queue (A 10) Required
No. of Blank Activity Line	This field determines the number of blank activity lines that will default to print on the Work Order Traveler generated through Release Work Orders (MENU WOMAIN). A series of blank lines are provided on the document so that the user of each work center can manually write in production activity information for that particular routing sequence. Additionally, the following header fields will print on the Work Order Traveler when activity lines are printed for a routing sequence: • Emp # • Start Date • Start Time • Stop Date • Stop Time • Qty Completed • Qty Scrapped Key the desired number of blank activity lines to print. NOTE: The *Report Act Lbr* and *Report Prod Act* fields must both be Y in the Work Order Routing Maintenance Entry Screen (MENU WOMAIN), for blank activity lines to print on the Work Order Traveler. (N 2,0) Optional

W/O Processing Warehouse Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Print O/S Receiving List	This field determines the default value that will be used for the printing of Outside Service Receiving Lists in Release Work Orders (MENU WOMAIN). You will be allowed to override this default value, if desired. Key Y to designate Outside Service Receiving Lists to print. Key N if you want the default value to designate not to print Outside Service Receiving Lists. (A 1) Required
Output Queue (O/S Receiving List)	This field determines the default output queue that will be used in Release Work Orders (MENU WOMAIN) when printing Outside Service Receiving Lists for outside service operations. Key the output queue to which this type of document will be directed for printing. NOTE: For additional information regarding output queues and which one will be used, refer to Output Queue Overrides Maintenance (MENU XAFILE). *Valid Values:* A valid AS/400 output queue (A 10) Required
Move Inventory to WIP. . .	This field appears only if Warehouse Management is installed on your system. This field designates if inventory will be moved to the work-in-process (WIP) location after completing pick confirmation through Maintain Work Orders (MENU WOMAIN). You may wish to move inventory out of its original stocking location to a WIP location when the work order pick is confirmed for the following reasons: • You will be able to see what items are in the WIP location via Warehouse Management inquiries and reports • The move of inventory will free up space in the original location so other items may be put into its place Key Y to move inventory from the stocking location to the WIP location after pick confirmation. Only inventory for the line items associated with the pick list run number you select through Maintain Work Orders (MENU WOMAIN) will be moved to the WIP location. Key N to leave inventory in its original stocking location. (A 1) Required

W/O Processing Warehouse Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Work In Process Location	This field appears only if Warehouse Management is installed on your system. Use this field, if you keyed Y in the *Move Inventory to WIP...* field, to enter the location where inventory will be moved after the work order is pick confirmed. Key the work-in-process location. Leave this field blank if you keyed N in the *Move Inventory to WIP...* field. *Valid Values:* A location that has been defined as an "unavailable" location through Location Master Maintenance (MENU WMFILE). (A 16) Required/Blank
Component Issue Allowable Variance	Use this field to specify the allowable variance between the components issued and components recommended for a work order. This variance allows you to receive manufactured parent items when the number of components used to produce the parent is greater than or less than the amount indicated on the work order. For example, assume you have a work order to produce 10 parent items, a recommended quantity of 50 for component X, and an allowable variance of 2%. If you produce 10 parent items using only 49 of component X, you will still be able to receive the 10 parent items. (N 3,0) Optional
F12=Return	Press to return to the W/O Processing Options Maintenance Selection Screen (p. 28-3) without updating this screen.
Enter	Press to confirm your selections. The W/O Processing Options Maintenance Selection Screen (p. 28-3) will appear.

CHAPTER 29

Maintaining Due Date Revision Codes

29

Due date revision codes are used in Maintain Work Orders (MENU WOMAIN) when revising a due date for a particular work order due to various conditions. For example, you may need to revise a due date because you are waiting for components, you have underestimated the time needed to complete the work order, and so on. When you revise a due date through Maintain Work Orders, you will be required to enter a due date revision code, defined through this menu option, which indicates the nature of the revision.

With the use of due date revision codes, you will be able to track possible trouble spots and correct any foreseen problems.

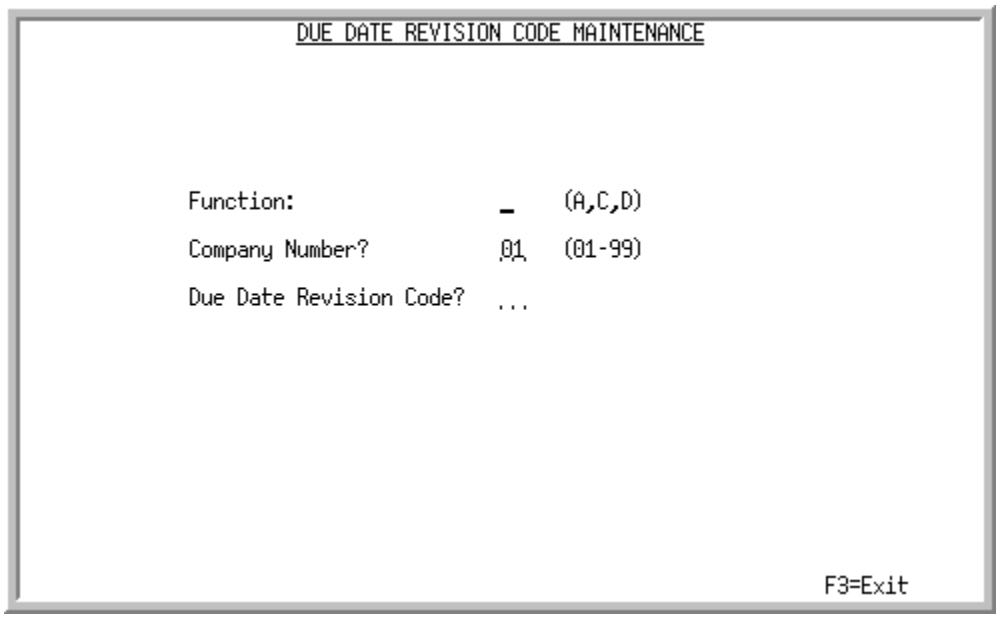
Use the Due Date Revision Codes Maintenance option on the Value Added Services File Maintenance Menu (MENU WOFILE) to maintain due date revision codes. You can printing a listing of all defined due date revision codes using the Due Date Revision Codes Listing option.

Due Date Revision Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Due Date Revision Code Maintenance Selection Screen	Used to specify the due date revision code being maintained.
Due Date Revision Code Maintenance Screen	Used to define the revision code.

Due Date Revision Code Maintenance Selection Screen



This screen appears after you select the Due Date Revision Codes Maintenance option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to add, change, or delete a due date revision code.

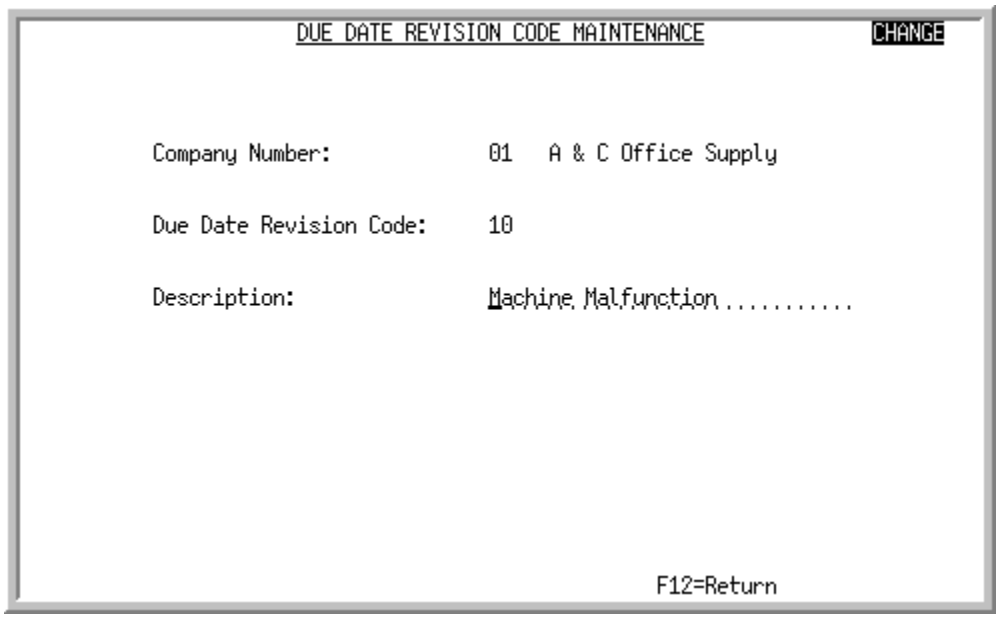
Due Date Revision Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a due date revision code. Key C to change an existing due date revision code. Key D to delete an existing due date revision code. (A 1) Required

Due Date Revision Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	Key the company for which you will be adding, changing, or deleting a due date revision code. *Default Value:* The default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* A valid company defined through Company Name Maintenance (MENU XAFILE). NOTE: This field displays only if you are tailored to use multiple companies, as determined through System Options Maintenance (MENU XAFILE). (N 2, 0) Required
Due Date Revision Code	Use this field to enter a due date revision code that will be used in Maintain Work Orders (MENU WOMAIN) to describe the nature of a revision. You will be required to enter a due date revision code when you revise the due date for a particular work order due to various conditions. Key the desired code. This code should be representative of the description you will be adding on the Due Date Revision Code Maintenance Screen (p. 29-4). In the change or delete mode, key the existing code you wish to modify or delete. (A 2) Required
F3=Exit	Press to exit from this option and return to the menu.
Enter	Press to confirm your selections. The Due Date Revision Code Maintenance Screen (p. 29-4) will appear.

Due Date Revision Code Maintenance Screen



This screen appears after you press ENTER on the Due Date Revision Code Maintenance Selection Screen (p. 29-2). Use this screen to add, change, or delete the due date revision code description.

Due Date Revision Code Maintenance Screen Fields and Function Keys

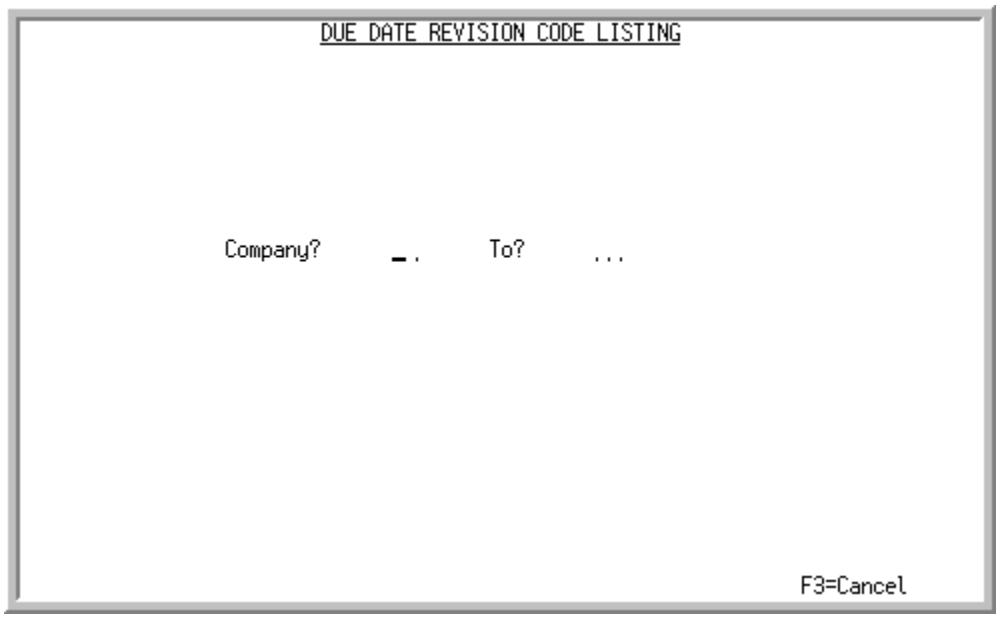
Field/Function Key	Description
Description	This field identifies the description of the due date revision code you are adding, changing, or deleting. This description should describe the nature of a revision and be representative of the code you entered on the initial screen. Key the appropriate description, modify the existing description, or press F24 (see Function Key F24) to delete the existing delete reason code. (A 30) Required
F12=Return	Press to return to the Due Date Revision Code Maintenance Selection Screen (p. 29-2), without saving any changes made on this screen.
F24=Delete	This function key appears only if you are in the “delete” mode. Press twice to delete the displayed due date revision code. The Due Date Revision Code Maintenance Selection Screen (p. 29-2) will appear and the due date revision code will be deleted.
Enter	Press to confirm the description. The Due Date Revision Code Maintenance Selection Screen (p. 29-2) will appear.

Due Date Revision Codes Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Due Date Revision Code Listing Screen	Used to specify limiting criteria for the listing.
Due Date Revision Code Listing	Prints a list of all codes that match the selection criteria.

Due Date Revision Code Listing Screen



This screen appears after you select the Due Date Revision Codes Listing option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to limit the Due Date Revision Code Listing (p. 29-7) to the company or range of companies you define on this screen.

Due Date Revision Code Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to limit the listing to the company or range of companies you key in this field. Key the company number or range of company numbers for which the listing will print. NOTE: For the rules of entering “From” and “To” ranges, refer to the Cross Applications User Guide. (2 @ N 2,0) Optional
F3=Cancel	Press to cancel this option and return to the menu.
Enter	Press to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. Following the Report Options Screen, the listing will then print.

Due Date Revision Code Listing

```
WO852    11/25/96   14:52:56        DUE DATE REVISION CODE          EB/ JEANPAUL        PAGE:  1
                          01: A & C Office Supply
                          Revision        Description
                          Code
-------------------------------------------------------------------------------------------------------
                          JF              Test Code
                          PH              Pay Hold
                          UP              Unsafe product
                          WC              Waiting for Components
```

This listing prints after pressing ENTER on Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

The due date revision codes and descriptions defined through Due Date Revision Codes Maintenance (MENU WOFILE) print on this listing.

Refer to “Due Date Revision Codes Maintenance” on page 29-1 for an explanation of the fields on this listing.

CHAPTER 30

Maintaining Work Order Hold Codes

30

You may assign a hold code to a work order on the Work Order Summary Information End Order Screen in Maintain Work Orders (MENU WOMAIN). When you place a work order on hold, no processing can be performed against the work order until the hold has been removed. You may release a work order from hold simply by blanking out the *Hold Code* field on the Work Order Summary Information End Order Screen.

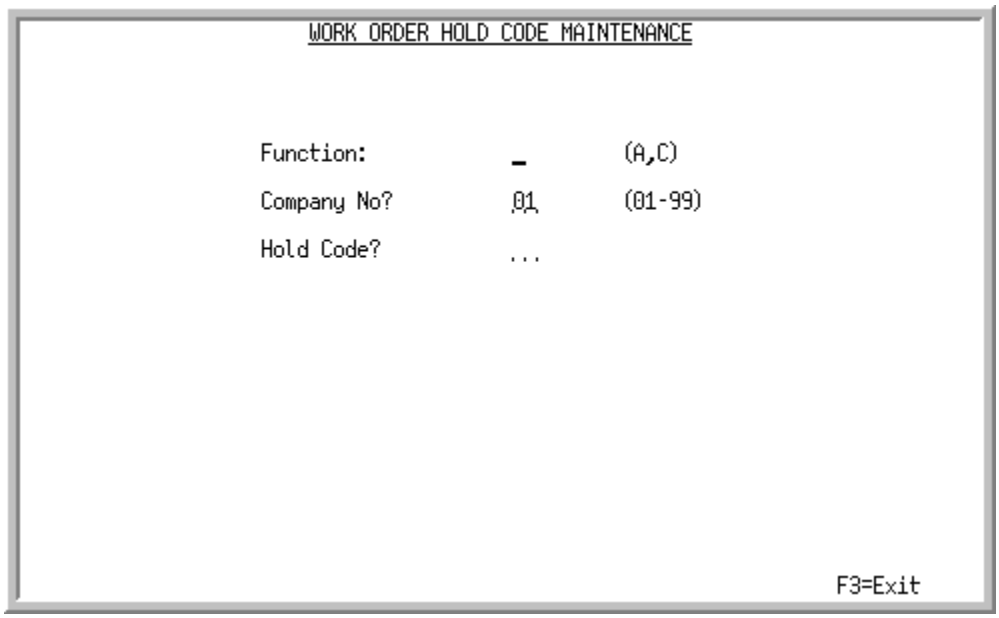
Use the Work Order Hold Codes Maintenance option on the Value Added Services File Maintenance Menu to define the hold codes that will be used to place a work order on hold in Value Added Services. You can print a listing of all defined work order hold codes using the Work Order Hold Codes Listing option.

Work Order Hold Codes Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order Hold Code Maintenance Selection Screen	Used to specify the hold code being maintained.
Work Order Hold Code Maintenance Screen	Used to define the hold code.

Work Order Hold Code Maintenance Selection Screen



This screen appears after you select the Work Order Hold Codes Maintenance option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to add or change a work order hold code.

Work Order Hold Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a work order hold code. Key C to change an existing hold code's description. (A 1) Required

Work Order Hold Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company No	Key the two character ID of the company for which you are adding or changing a work order hold code. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE). *Valid Values:* Must be a valid company defined through Company Name Maintenance (MENU XAFILE). NOTE: This field displays only if your system is tailored to use multiple companies. (N 2,0) Required
Hold Code	Use this field to add or change a work order hold code. Key the desired hold code. The code that you key should reflect the reason of the hold. For example, BK might represent "broken part assembly," CS might represent "component shortage," CC might represent "credit check," AP might represent "work order approval needed," and so on. NOTE: It is suggested that you do not create a hold code called "SG." The hold code "SG" should be reserved for the work order suggested order hold code used in Create Requisitions or Work Orders from Suggested Orders (MENU POREPT). If you key hold code "SG" in this field, Distribution A+ will still use that hold code as the work order suggested order hold code when creating a work order from a suggested order in Create Requisitions or Work Orders from Suggested Orders (MENU POREPT). Refer to Create Requisitions or Work Orders from Suggested Orders (MENU POREPT) in the Purchasing manual for more detailed information about creating work orders from suggested orders. *Valid Values:* Up to two characters may be used to define a work order hold code. (A 2) Required
F3=Exit	Press this key to cancel this option and return to the menu.
Enter	Press to confirm your selections. The Work Order Hold Code Maintenance Screen (p. 30-4) will appear.

Work Order Hold Code Maintenance Screen

```
WORK ORDER HOLD CODE MAINTENANCE                    CHANGE

Company No:          1   A & C Office Supply
Hold Code:          01
Description:        Material Defective............

                                                F12=Return
```

This screen displays after pressing ENTER on the Work Order Hold Code Maintenance Selection Screen (p. 30-2). Use this screen to enter or change the work order hold code description.

Work Order Hold Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter a description of the work order hold code you are adding, or to change a description associated with an existing hold code. Key a description to be associated with this work order hold code. The description that you key should reflect the reason of the hold and correspond to the hold code. For example, if the hold code is CS, the description might be “component shortage.” (A 30) Required
F12=Return	Press to return to the Work Order Hold Code Maintenance Selection Screen (p. 30-2) without updating this screen.
Enter	Press to re-display the screen for verification. If no errors exist, press ENTER again to update your entry. The Work Order Hold Code Maintenance Selection Screen (p. 30-2) will appear.

Work Order Hold Codes Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Work Order Hold Code Listing Screen	Used to specify criteria to limit the listing.
Work Order Hold Codes Listing	Prints a list of all codes that match the selection criteria.

Work Order Hold Code Listing Screen

This screen appears after you select the Work Order Hold Codes Listing option from the Value Added Services File Maintenance Menu (MENU WOFILE). Use this screen to select the company or range of companies for which you wish work order hold codes to print on the Work Order Hold Codes Listing (p. 30-8).

Work Order Hold Code Listing Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to limit the listing to a specific company or range of companies. Key the company number or range of company numbers for which associated work order hold codes will print. Leave this field blank to print work order hold codes defined for all companies. NOTE: Refer to the Cross Applications User Guide for the rules of entering “from” and “to” ranges. *Valid Values:* Must be a valid company defined through Company Name Maintenance (MENU XAFILE). (N 2,0) Required
F3=Cancel	Press to cancel your selections and return to the menu.

Work Order Hold Code Listing Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. Following this screen, the Work Order Hold Codes Listing (p. 30-8) will print.

Work Order Hold Codes Listing

```
WO856    3/17/97  10:19:40                WORK ORDER HOLD CODES              A2/RAINES          PAGE:    1
  Co Fr: ALL
  Hold
  Code    Hold Description
-------------------------------------------------------------------------------------------------------------------
Company:01 J.D. Tractor Inc.
   $$     Customer Financing Problem
   AP     Need Work Order Approval
   BK     Broken Part Assembly
   BO     Back Order (Component)
   CS     Component Shortage
   DF     Defective Component
   JF     Credit Check Hold Code
   TK     Technical Difficulty
   TS     Work Order Hold Code
```

This listing prints after you press ENTER on the Work Order Hold Code Listing Screen (p. 30-6) and the Report Options Screen. Work order hold codes/descriptions (associated with the indicated range of companies) defined through Work Order Hold Codes Maintenance (MENU WOFILE) are printed.

Refer to “Work Order Hold Codes Maintenance” on page 30-1 for details about fields on this listing.

CHAPTER 31

Updating Item Costs and Printing the Cost Rollup Report

31

The BOM Cost Rollup Report/Update option on the Value Added Services Master Menu (MENU WOMAST) is used to print the Cost Rollup Report (p. 31-8) and can be used to create an inventory accounting (I/A) group that can be edited and posted to update the Item Balance File with new cost values. An I/A group is created to make the cost adjustments and to update General Ledger for parent and co-product items if you use standard or user cost to value your inventory.

NOTE: Use Edit Transaction (MENU IAMAIN) to edit the transaction group and Process Transactions (MENU IAMAIN) to post the transaction group.

The Cost Rollup Report (p. 31-8) shows all the components for a parent item for all levels of a bill of material. It shows material, labor, outside service information, and overhead cost information for all levels and sub-assemblies for each bill. Additionally, total cost and original item costs are printed on this report.

BOM Cost Rollup Report/Update

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each screen/report is provided in this section.

Title	Purpose
Cost Rollup Report/Update Selection Screen	Used to specify the component and parent item information for the report.
Cost Rollup Report	Prints item information for all levels of a bill.

Cost Rollup Report/Update Selection Screen

```
                        BOM Cost Rollup Report/Update

Co?/Customer No:    _ . / ...........          to?    ... / ...........
Parent Item No: ............................  to ............................
- or -
Item List?            ...........
Effective Date:       .......                  to       .......
Revision Level:       ......                   to       ......
Finished Goods WH?    ...
Component WH?         ...
Parent To Be Used: ..  1 - First Eff. Date   Cost To Be Used: ..   A - Average
                       2 - Last Eff. Date                          S - Standard
                       3 - First Rev. Level                        U - User
                       4 - Last Rev. Level                         L - Last

Update Mfg         N   N - No
     Parent Costs:     Z - Only Zero Cost (New) Items
                       A - All Items

Print Item Desc:   ..  1 - Item Only (Single Line)
                       2 - Item and Description (Double Line)


                                                   F3=Cancel  F4=Maint List
```

This screen appears after you select the BOM Cost Rollup Report/Update option from the Value Added Services Master Menu (MENU WOMAST). Use the selection criteria on this screen to select which component and parent item information you wish to print on the Cost Rollup Report (p. 31-8).

The *Update Mfg Parent Costs* field gives you the option of creating I/A groups depending upon the cost basis you select for a manufactured parent item. These groups can then be edited and posted to update the Item Balance File.

NOTE: For the rules of entering From/To ranges, refer to the Cross Applications User Guide.

Cost Rollup Report/Update Selection Screen Fields and Function Keys

Field/Function Key	Description
Co/Customer No	This field limits the report to bills that are specific to the company and customer number you enter in this field. Key the company number and customer number you wish to limit the bills on this report to. (N 2,0/A 10) Optional

Cost Rollup Report/Update Selection Screen Fields and Function Keys

Field/Function Key	Description
Parent Item	This field limits the report to bills of material that include the parent items you specify. Key the parent item numbers you wish to limit this report to. NOTE: Leave both parent item fields blank if you wish to print bills of material for all parent item numbers. Additionally, both *Parent Item* fields must be left blank if you choose to use item lists (see F4). (2 @ A 27) Optional
Item List	This field limits the bills of material that will print on this report to those that include the parent items assigned to the specific item list you enter. Key the item list you wish to use to limit this report to. NOTE: Item lists can be entered and maintained on the Item List Screen by pressing F4. Refer to the Cross Applications User Guide for a detailed explanation of this screen. (A 10) Optional
Effective Date	This field limits the report to bills that include the effective dates you specify. Key the effective dates you wish to limit this report to. Leave both effective date fields blank if you wish to print bills of material for all effective dates. NOTE: Key the date using the Default Date Format for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Revision Level	This field limits the report to bills that include the revision levels you specify. Key the revision levels you wish to limit this report to. NOTE: Leave both revision level fields blank if you wish to print bills of material for all revision levels (2 @ A 5) Optional

Cost Rollup Report/Update Selection Screen Fields and Function Keys

Field/Function Key	Description
Finished Goods WH	Use this field to limit the report to the specified warehouse. If you select to rollup the cost and update the parent, the cost of the parent will be updated in this warehouse. Key the warehouse number. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required
Component WH	Use this field to specify from which warehouse the cost of the component item will be retrieved. The cost of the component in this warehouse will be used to calculate the cost for the parent item. Key the warehouse number. *Valid Values:* A warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE). (A 2) Required
Parent To Be Used	This field is used to determine the parent item to be used as the basis for the cost rollup process. Key 1 to use the first effective date of a parent item for each parent item you wish to print on this report. Key 2 to use the last effective date of a parent item for each parent item you wish to print on this report. Key 3 to use the first revision level of a parent item for each parent item you wish to print on this report. Key 4 to use the last revision level of a parent item for each parent item you wish to print on this report. (A 1) Required

Cost Rollup Report/Update Selection Screen Fields and Function Keys

Field/Function Key	Description
Cost To Be Used	This field is used to determine the cost basis for the material cost in all levels of the bill of material. Key A to use average costs for items on this report. Key S to use standard costs for items on this report. Key U to use user costs for items on this report. Key L to use last costs for items on this report. NOTE: If you enter S in this field, you will be able to perform standard cost maintenance to the Item Balance File after you key Z or A in the *Update Mfg Parent Costs* field. If you enter U in this field, you will be able to perform user cost maintenance to the Item Balance File after you key Z or A in the *Update Mfg Parent Costs* field. Additionally, average and last cost values will be used for report purposes only and will not be used to update the Item Balance File. (A 1) Required

Cost Rollup Report/Update Selection Screen Fields and Function Keys

Field/Function Key	Description
Update Mfg Parent Costs	This field gives you the option of creating inventory accounting (I/A) groups depending upon the cost basis you select for a manufactured parent item. This field has three possible values: Key N (No) to print the report only. An I/A group will not be created. This field must be N if the *Cost To Be Used* field is A or L. Key Z [Only Zero Cost (New) Items] to print the report and create an I/A group for either a standard or user cost maintenance (type S or F respectively) depending on the *Cost To Be Used* field for new items (zero cost) only. To use the Z value, you must have keyed S or U in the *Cost To Be Used* field. Key A (All Items) to print the report and create an I/A group for either a standard or user cost maintenance (type S or F respectively) depending on the *Cost To Be Used* field for all items. To use the A value, you must have keyed S or U in the *Cost To Be Used* field. The *Update Mfg Parent Costs* field can only be Z or A if the *Cost Maintenance Transactions Allowed* field (MENU XAFILE) is Y. Finally, if Z or A is selected and an I/A group was not created or a particular parent was not included in a created I/A group, error codes (E, N, or EN) print to the right of the original cost field: • E - If the sum of the cost distribution of the parent and co-products does not equal 100%, then no I/A group is created. • N - If the total cost for the parent item is negative, then no I/A group is created. • EN - If both E and N are true, then no I/A group is created. Also, the I/A group ID is printed at the bottom of the report. This group can be edited (MENU IAMAIN) and then posted (MENU IAMAIN. *Default Value:* N (A 1) Required
Print Item Desc	Use this field to assign whether item numbers on this report print with no item descriptions or full item description. Key 1 to print item numbers only. Key 2 to print item numbers and descriptions. *Default Value:* 1 (N 1,0) Required
F3=Exit	Press to cancel this option and return to the menu.
F4=Maint List	Press this key to create or perform maintenance on item lists. The Item List Screen will appear. Refer to the Cross Applications User Guide for a detailed explanation of this screen.

Cost Rollup Report/Update Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press to confirm your selections. The Report Options Screen will display; refer to the Cross Applications User Guide for details about this screen. Following this screen, the Cost Rollup Report (p. 31-8) will print.

Cost Rollup Report

```
WO334          5/16/97  11:43:57                COST ROLLUP REPORT                GM/  JEANPAUL          Page:    1
                                        Wh:1  Hartford, CT
Parent Item: FURNITURE100                    All Effective Dates      All Revision Levels              All Co/Customers
      To: FURNITURE100

          Parent Used: Last Eff. Date          Cost Used: Average          Rollup Parent Cost: No

Parent Item: FURNITURE100              Effective Date:  5/15/97  Revision Level:       Co/Customer:  /
          Oak Entertainment Center---X 2nd Description------EndX

Components
  Level     Component Item No              Material Cost   Labor Costs     O/S Cost     Overhead    New Totals     Orig Cost

1           BOARDA                        .00000       .00000       .00000       .00000
1           BOARDB                        .00000       .00000       .00000       .00000
1           CABINET1                      .00000     33.38500      2.00000       .66770
.2          HINGES                       .00000     33.38500      2.00000       .66770
.2          HANDLE SET                     .00000     33.38500      2.00000       .66770
..3         HANDLE SET PARTS                 .00000       .00000       .00000       .00000
 TOT COSTS:  2 HINGES                        .00000     33.38500      2.00000       .66770     36.05270       .00000
 TOT COSTS:  1 CABINET1                       .00000    133.42000      4.00000      1.33540    108.15810       .00000

1           BOARD                        .00000       .00000       .00000       .00000
1           PARTS BOX                      .00000     33.38500      2.00000       .66770
.2          SCREWS                       .00000       .00000       .00000       .00000
.2          NAILS                       .00000       .00000       .00000       .00000
.2          GLUE                        .00000       .00000       .00000       .00000
.2          PLUGS                       .00000       .00000       .00000       .00000
 TOT COSTS:  2                              .00000       .00000       .00000       .00000    216.31620       .00000
 TOT COSTS:  1                              .00000       .00000       .00000       .00000    216.31620       .00000
 TOT COSTS:    FURNITURE100                   .00000    235.07000     12.00000     91.46060    594.84680       .00000
```

This listing is printed after pressing ENTER on the Report Options Screen. Refer to the Cross Applications User Guide for details about the Report Options Screen.

This report prints the parent and component information for all levels of a bill. The bill of material cost rollup information that prints on this report is derived from the criteria you entered on the Cost Rollup Report/Update Selection Screen (p. 31-2).

Cost Rollup Report Fields

Report Field	Description
(Header Information)	The header information on this report duplicates the From/To ranges you entered on the Cost Rollup Report/Update Selection Screen (p. 31-2).

Cost Rollup Report Fields

Report Field	Description
(Parent Item Information)	The following parent item information is printed in the upper portion of this report: • *Parent Item:* This field displays the parent item number for this parent item. • *Effective Date:* This field displays the effective date, if applicable, for this parent item. • *Revision Level:* This field displays the revision level, if applicable, for this parent item. • *Co/Customer:* This field displays the company number and customer number assigned to this customer specific parent item. • *(Parent Item Description):* This field displays the parent item description for this parent item.

Cost Rollup Report Fields

Report Field	Description
(Component Item Information)	The following item and bill of material level information is printed on this report. NOTE: The cost of the sub-assemblies is computed by converting all values to the pricing unit of measure. The costs are displayed in the unit of measure specified in the bill of material. • *Components Level*: This field displays the bill of material level for this component item. • *Component Item No:* This field displays the number and its description for this component item. NOTE: An asterisk (*) displays before an item number for any item that is a co-product. • *Material Cost:* This field displays the material cost for this item. • *Labor Costs:* This field displays the estimated labor cost associated with this component item. • *O/S Cost:* This field displays the estimated outside service cost associated with the component item. • *Overhead:* This field displays the estimated overhead cost associated with this item. • *New Totals:* This field displays the newly calculated total cost for this item. • *Orig Cost:* This field displays the original cost for this item recorded in the Item Balance File based on report selection criteria. • *Tot Costs:* This line displays for a sub-assembly of the parent item. Total costs print on a separate line at the end of a bill of material for a manufactured item within the bill of material for this parent item. Total costs print for material, labor, outside service, overhead, total item cost, and original cost as recorded in the Item Balance File.

Cost Rollup Report Fields

Report Field	Description
(Total Cost Information)	The following total cost information for the parent item is printed after all levels of this bill have printed on this report. NOTE: The total cost of the parent item computed by converting all values to the pricing unit of measure. The costs are displayed in the unit of measure specified in the bill of material • *Total Material Cost:* This field displays the total material cost to build the selected parent item. • *Total Labor Costs:* This field displays the total labor costs to build the selected parent item. • *Total O/S Cost:* This field displays the total outside service cost associated with the selected parent item and its components. The value in this column is the sum of all the outside service costs for the component items and any additional outside service cost for the parent item. • *Total Overhead:* This field displays the total overhead cost associated with the selected parent item. • *New Total:* This field displays the total cost to build this parent item. • *Total Orig Cost:* This field displays the total original cost recorded in the Item Balance File to build this parent item.

Glossary

G

Allocated Order
A type of work order used for releasing an item to the shop floor and running the job. An allocated order allocates component inventory. Also, the Automatic Backorder Release (ABR) attempts to fill backordered quantities of components.

Allocated Quantity
The ordered quantity of component items for a work order or sales order with its allocated flag set to Y. Allocated quantity reduces availability of an item for either work orders or sales orders.

Assembly
The process of assembling one or more components into a single manufactured parent item. See also Disassembly.

Automatic Backorder Release (ABR)
A feature of Distribution A+ that allows you to commit available stock to backorders and work orders based on user defined selection criteria. This is helpful when you receive in a large amount of inventory, since you will not have to release every backorder individually. With ABR, the number of steps to release backorders is significantly reduced.

Backflush Environment
In this type of environment, component inventory is issued at the time of receipt of the parent item. When this occurs, inventory is depleted only after the assembly or customization process has been completed.

Additionally, component inventory is allocated and committed for work orders during work order entry or release. This makes the components unavailable for use by other work orders or sales orders.

Bill of Material
An organized listing of all components, intermediates, parts and materials that go into a parent item, showing the quantity of each item required to make up that assembly. There are several format types for bills of material, including single-level bills, indented bills, and costed bills.

Change-Out
See Conversion

Charge Basis
The method assigned to calculate the total unit cost of an item for a particular Outside Service Purchase Order. This could include a

calculation of cost per unit, cost per lot, cost by unit of weight, and a zero cost, where applicable.

Closed

After all items on a work order are received and work order receipts are entered and posted, the status of the work order is changed to "Closed." When a work order is closed, it can no longer be changed and can no longer have any receipts entered or posted for it. Work orders remain closed until the next Day-End Processing is run. At this time, closed work orders are moved to history, where they remain as a record of all work order transactions.

Committed Quantity

Part or all of the current on-hand quantity of component items that are to be used by a particular work order. The committed quantity for a work order can be displayed or changed through line item entry in Maintain Work Orders (MENU WOMAIN). (The committed quantity for a component on a work order is similar to the ship quantity of an item on a sales order.)

Component Inventory

Components that will make up a parent item can be picked from several resources. Component inventory on a work order can come from stock in inventory or special ordered from a vendor.

Component Items

Individual items that are assembled together via a work order to make up a parent or finished item.

Component Warehouse

The warehouse where the component items for a work order are picked and depleted out of inventory for the production process. You may assign only one component warehouse per work order.

Conversion

The process of tearing down an existing parent item in order to use a common component for another parent item that is needed. This process involves assigning the tear down parent as a component on the work order (as it is picked and consumed). Also referred to as "change out".

Any remaining components of the disassembled parent can be returned to inventory by entering them as co-products on the work order.

Co-product

Additional items that are being manufactured concurrently with the parent item. You may pre-define co-products in the Bill of Material File or you may key co-products on-the-fly through Maintain Work Orders (MENU WOMAIN).

After an item has been assembled or customized, the reusable-leftover, or co-product, may be put back into inventory as the original item or, if it has changed, as a whole new separate item.

Co-product Cost Percentage (%)

The percentage of the total work order cost that is assigned to the co-product. A cost percentage is assigned when an item produces co-products that can be returned to inventory for future use. This allows you to assign what

percentage of the co-product cost you want to be used in Value Added Services.

Copy Bill Feature The ability to copy an existing bill when adding a new bill of material. This can be used as a keying aid. Both routing and components are copied during this procedure.

Cutting The process of cutting an item (like a sheet of paper, metal, or plastic) or slitting a wide roll (of paper or metal) into multiple widths, causing one or more component items to be consumed and multiple finished items to be produced.

Date Sensitive Bills A particular bill of material for an item that, because of the varied requirements of some distributors, necessitate the continual revision or modification of those bills. Date sensitive bills are used to modify a bill of material on an on-going basis due to item modifications, changes, or availability. This is accommodated in Value Added Services through the use of effective dates and revision levels at the parent level. When a work order is created, you can specify the effective date or revision level. The corresponding bill is them retrieved from the Bill of Material File.

Department A specialized unit or area of a business where work or activity is performed. Each routing sequence has a department associated with it to help identify where the work is being performed. For the purpose of work orders, a department always exists within a warehouse.

Department Code A designation (up to five characters) assigned to a department to identify where work is to be done to an item (i.e., the tag or hallmark assigned to that department to identify it within Value Added Services).

Disassembly The process of disassembling finished products to return the component items back into inventory and to deplete the parent's quantity.

Discount Percentage (%) The percentage deducted from the cost of an item in the form of a discount. Discount percentage may be used for Outside Service Purchase Orders.

Drawing Number The number assigned to a manufactured parent for tracking or identification purposes. This number may be entered through Bill of Material Maintenance (MENU WOFILE) for a parent item, and when a work order is created using that parent item, it will be copied into the work order.

Due Date The date that production is expected to finish for a particular work order.

Effective Date The date a bill of material will go into effect. Because an item can have more than one bill of material, effective dates are assigned to control which bill of material should be used at the correct time intervals.

Employee The person responsible to perform a particular job. Employees can be defined in Value Added Services, allowing you to perform employee inquiries and generate reports which contain employee information. Defining employees also allows you to track what tasks an employee performed, the time it took to perform a task, and the rate the employee was paid. Additionally, the actual labor time can optionally be rolled into the cost of the parent item being manufactured.

Employee Number The number (up to five characters) assigned to an employee to identify him/her for inquiry and reporting purposes.

Engineering Drawings Visual blueprints representing the dimensional characteristics of a part or assembly at some stage of manufacture. See also Drawing Number.

Entry Date The date that the work order was entered.

Finished Good An item or group of items for which production has been completed.

Finished Goods Warehouse The warehouse designated to receive parent and co-products once they have been manufactured.

Job-Order Costing A cost assignment method that accumulates manufacturing costs by the job. This system is used to keep track of costs that differ from job to job. Job-order costing is computed by accumulating the cost of material, labor, outside service charges, and overhead.

Job Number A user defined field entered in Value Added Services to uniquely identify a work order or group of work orders created. For example, if you are manufacturing five types of windows to be installed in a new building, you would create five work orders - one for each type of window. You then would assign each of the work orders the same job number. This allows you to review the Work Order Inquiry to display all work orders for this job using the specific job number.

Labor Cost The cost associated with the labor that is required to make the product.

Labor Rate A code (up to two characters) used to identify the hourly dollar amount it costs to manufacture an item. It is the cost involved in the actual building of the parent item.

Level A classification or grade for component items as they relate to the parent item. It is used to track the make-up of a product. When using the inquiry, a parent item is always assigned a level of 0. Components used directly by the parent are assigned a level of 1. If a component is a manufactured item, its components are assigned a level of 2.

Level Depth A feature available in the Bill of Material Inquiry to allow you to select only the levels of a component you want to view through the inquiry.You may use this feature when you prefer not to display the lower levels of a bill.

Level Indent A feature available in the Bill of Material Inquiry to allow you to display the lower levels of a bill. You may use this feature for multi-level bills.

Make-to-Order Specialty items ordered by a customer that entail customization or special assembly for that particular order. Order Entry enables you to generate work orders or work order requests while entering a customer order.

Make-to-Stock Items that are specifically manufactured ahead of time for the purpose of returning the items back to inventory to have them on-hand for anticipated future orders.

Manufactured Item Items that must first be built before they can be received into inventory. A manufactured item must be both built and stocked before it can be ordered. The parent item used for a manufactured item must be a stocked item. Once a manufactured item is built, it must be added into stock before it can be shipped.

Multi-Level Bill A bill of material that can be broken down through sub-levels to show the specifications of all the components making up a product.Through the Bill of Material Inquiry, you may use level depths to select only the levels that you want to review; level depths can be defined and changed to show how many levels you want to display. A work order is used to create the parent of a single-level bill only.

Operation The particular process or procedures performed in a routing. Distribution A+ supports two types of operations: those performed in house by the distributor, and those performed by an outside service vendor.

Operation Code A code (up to five characters) assigned to an operation. Each operation has a corresponding operation code and description to help track what work is being done. The description can be altered at the work order level.

Order Priority A code (1-7) designating what level of priority should be given to a work order or special order. You should assign order priorities based on the urgency of that particular order. Order priorities in Distribution A+ range from 1-7, with 1 being equal to the highest priority and 7 being equal to the lowest priority. For special orders, the priority of the work order is taken from the sales order at the time the work order is created. After the order priority is extracted from the sales order, the work order priority and the sales order priority must both be maintained separately since they may be two different priorities.

Order Quantity The amount of a particular item that is to be manufactured.

Original Due Date The original assigned date on the work order that the order was promised to be complete by.

Outside Service Code A code assigned to a routing step when work must be performed on an item by an outside service vendor. It allows you to define whether an outside service shipment or outside service receipt is associated with a particular operation.

Outside Service Purchase Order A document which prints detail item information for a selected outside service shipment and routing sequence associated with a work order. It also contains routing specific comments, if any, for the selected outside service.

Outside Service Receipt The receipt of the items that have been shipped to an outside service vendor for assembly or customization, and have subsequently been returned.

Outside Service Receiving List A document which prints detail item information for a selected outside service receipt and routing sequence associated with a particular work order.

Outside Service Shipment An operation performed on an item that must be shipped to an outside service vendor, where work or customization can be performed on an item outside the company.

Outside Service Vendor A vendor assigned to perform outside customization or assembly in the production of a product or item. Generally, you may set up this vendor like you would set up any vendor in Distribution A+.

Overhead The general, continuing costs involved in running a business or in manufacturing a product. For an operation in Value Added Services, labor can be calculated at the work center level based upon either a percentage of total labor hours or total labor dollars. Overhead costs are calculated and rolled up into the parent at receipt time, as determined by a tailoring option.

Overhead Code A designation assigned to indicate how labor will be calculated for the particular work center it is associated with. Overhead can be calculated as either a percentage of labor dollars or as a rate per labor hour. You also will be able to select not to have overhead associated with a particular work center.

Parent Item The finished product being manufactured on a work order. The parent item is made up of one or more components that have been assembled or customized to meet a particular customer's order. One parent item per work order may exist.

Parent Item Cost Percentage (%) The percentage of the total work order cost (components, labor, outside service, special charges, overhead) that is charged to the parent item. This percentage is used by Receipt Entry (MENU WOMAIN) and Receipt Post (MENU WOMAIN), and is displayed during Maintain Work Orders (MENU WOMAIN) and the Work Order Inquiry (MENU WOMAIN).

Pick Confirm The confirmation of the quantities that have been picked in inventory for a particular work order. Once the Work Order Pick List has been printed and items physically picked, you must confirm the quantities that were picked. Use the pick confirm function in Maintain Work Orders (MENU WOMAIN1) to perform pick confirmation.Receipt entry will not deplete components until they have been pick confirmed.

Pick List See Work Order Pick List.

Planned Order A type of work order used if an item is not ready to be released to the shop floor. It is used for such orders as:

- customer quotes
- future orders
- custom manufacturing

A planned order may not have been given final approval by the customer, and may require review by engineering or purchasing departments. A planned order can be entered into Value Added Services and then later allocated and released near production time. A planned order does not allocate inventory.

Receipt A finished item that has been returned to stock and documented as such through Receipt Entry (MENU WOMAIN).

Receipt Complete Identifies that a work order has been closed by the entry of a code (represented by C for complete) in Receipt Entry (MENU WOMAIN).

Receipt Post The Transaction Processor job which involves posting work order receipts (entered through Receipt Entry) as the finished items are returned to stock. Posting work order receipts increments parent on-hand quantities, decreases component on-hand quantities, and writes General Ledger information to an interim work file for later General Ledger posting. If you are closing a work order, the work order information is written to the history files.

Refurbishment The process of repairing or refurbishing existing parent items. This is normally different than the original production of the item in that not all of the components will be needed and the routing steps required may be slightly or completely different. For each work order, you can alter both the bill of material and routing steps in order to customize the work order for a particular repair.

Release Date The date a work order (in which inventory has been allocated) is released through Release Work Orders (MENU WOMAIN).

Repair See Refurbishment.

Requested Ship Date The date the order was requested to be shipped by the customer.

Revised Due Date The updated date which the work order is now promised to be completed, replacing the original due date.

Revision Level A level assigned to each version of a manufactured item to track the level of its release. A new revision level can be assigned through Bill of Material Maintenance each time the parent is modified, changed, or a new version is released. A work order can be created for only one revision level of a parent item.

Routing The process or work-flow required to assemble or customize a finished product. It is the description of the steps taken to assemble and/or customize the components that will make up a parent item.

There are two different types of routings:

- in-house, under the direction of the distributor
- those performed by an outside service vendor

The routing process can vary based on a customer's particular requirement. Therefore, you are allowed to setup a generic routing in Bill of Material Maintenance and add to it or change it for any particular work order.

Production activity is reported against routing steps in Maintain Production Activity (MENU WOMAIN).

Routing Sequence Identifies the sequential steps used in the production of an item. This is the sequence in which operations are to be performed in order to produce a finished item.

Routing Sequence Number A sequential number, such as 010, 020, 030, 040, indicating the sequence in which operations are to be performed within the item's routing.

Routing Step See Routing Sequence.

Sales Tax Percentage (%) The tax percentage assigned to all taxable items on Outside Service Purchase Orders.

Scrap Factor The planned percentage of component quantity scrapped in making a finished product. This is used to account for the anticipated loss of items within the manufacturing of this particular product, ensuring that the correct amount of units for the finished product are produced.

Setup Rate The cost required to set up the necessary equipment or tooling before an operation can be run. This cost is specifically for the setup of operations and does not reflect the overall labor to create an item.

Shelf Life The expected amount of time an item may be held in inventory before it becomes unusable.

Slitting See Cutting.

Special Order An order such as a drop-shipment, non-stock, custom build, or an order of such a large quantity that you do not want to remove the items from stock.

Special Order Items Items that you wish to assign as drop-shipments, non-stocking items, or an order quantity of such a large volume that you do not want to deplete that much stock from your inventory. These items are ordered as a special order in Order Entry. The customer service representative can either generate a special order request or can generate the actual work order. If he/she generates a request, you can use Special Order Maintenance to later create an actual work order.

Start Date The assigned date production is set to begin on a particular work order.

Sub-assembly A manufactured parent that is usually manufactured and stocked to be used later as a component of another manufactured parent.

Transaction Code A code assigned to an item to identify the inventory transaction type of the item. A transaction code of R (receipt) designates that an item will be received into inventory as a co-product. A transaction code of I (issue) designates that an item will be issued out of inventory as a component.

Traveler See Work Order Traveler.

WIP The abbreviation for Work-In-Process. Value Added Services does not support Work-In-Process accounting.

WIP Location The warehouse location where work-in-process inventory is moved after inventory on the work order is pick confirmed. This location is identified through Work Order Options Maintenance (MENU WOFILE) for each warehouse using the WIP function, and is only available in Value Added Services if Warehouse Management is installed.

Work Center An individual location within a warehouse in the routing of an item where the assembly or customization of a work order is done. There can be one or several work centers in a routing process.

Work Center Code A code (up to five characters) assigned to a particular work center to help identify a unique area within a department where work will be performed.

Work Order A commitment to assemble for stock or customize an existing item for a particular customer's order. A work order can be created from a customer request (special order) or for stock inventory.

Work Order Customer Number

A valid customer number assigned to be used in Value Added Services as the default customer when entering a work order. This customer is used for internal tracking purposes only and will not be visible when entering a work order. The work order customer number can be viewed in Company Name Maintenance (MENU XAFILE).

Work Order Pick List

A document used to pick components on a work order. Its contents are similar to a sales order Pick List. Information such as warehouse locations, carrier sequence, and/or picking section prints on this document, which may also be sorted by order priority.

Work Order Status

Where a particular work order is in its life-cycle. Value Added Services is assigned several status conditions to help track the stage of each work order and the condition of that work order at a point in time within the work flow.

- Planned (the order status when this is a planned order)
- Materials Short (the order status when material is short and the order is held)
- Release Rdy (the order status when the work order is ready for release - orders have been allocated through this option)
- Released (the order status when the work order has been released: this could include released; released - materials short; released - pick ready)
- Pick Confirmed (the order status when the work order has been picked confirmed: this could include confirmed; confirmed -material short; confirmed -pick ready; confirmed -released)
- Held-XX (the order status when the work order is held, where XX indicates the reason of the hold)

Work Order Traveler

A document which shows detail information, including component and routing information, required to make a parent item. This information may be used to track a work order through all of its routing sequences.

Work Order Vendor Number

A valid vendor number assigned to be used internally as your work order processing vendor when performing special order processing, suggested order processing, or PO receiving. This vendor number cannot have open requisitions or purchase orders associated with it in order for it to be used in Value Added Services. The work order vendor number can be viewed in Work Order Options Maintenance (MENU WOFILE), Systems Options Screen.

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